



Model Constitution Template

This constitution is a suggested template for small unincorporated groups who want a simple governing document. It can be adapted to suit your group's needs.

Groups wishing to register as a charity should consult the Charity Commission website, which provides model constitutions and governing documents. Other useful templates for voluntary groups are available from national voluntary sector organisations.

1) Name

The name of the Group shall be

2) Aim

The aim of the Group shall be to

3) Powers

In order to achieve its aim the Group may:

- Raise money
- Open bank accounts
- Acquire and run buildings
- Take out insurance
- Employ staff
- Organise courses and events
- Work with similar groups and exchange information and advice
- Do anything lawful that will help fulfil its aim

4) Membership

a) Membership shall be open to any individual over eighteen, regardless of disability, political or religious affiliation, race, sex, or sexual orientation, who is:

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- Interested in helping the Group achieve its aim
- Willing to abide by the rules of the Group
- Willing to pay any subscription agreed by the Management Committee

b) Membership may be terminated for good reason by the Management Committee, provided the member has the right to be heard before a final decision is made.

5) Management

- a) The Group shall be administered by a Management Committee of not fewer than three and not more than individuals elected at the Annual General Meeting (AGM).
 - b) Officers shall include: Chairperson, Treasurer, and Secretary.
 - c) The Committee may co-opt up to three individuals in an advisory, non-voting capacity.
 - d) The Committee shall meet at least twice a year.
 - e) At least three members must be present for a meeting to take place.
 - f) Voting shall be by show of hands; the Chairperson has a casting vote.
 - g) The Committee may remove members for good reason.
 - h) Vacancies may be filled by appointing other members, provided the maximum is not exceeded.
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6) Duties of Officers

- **Chairperson:** Chairs meetings, represents the Group, acts as spokesperson.
 - **Secretary:** Keeps membership list, prepares agendas, takes minutes, circulates information.
 - **Treasurer:** Oversees finances, keeps proper accounts.
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7) Finance

- All monies shall be applied to further the Group's aim.
- Bank accounts shall be in the Group's name.
- Cheques must be signed by the Treasurer and one other nominated Committee member.

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- Accounts shall be audited or independently examined annually.
 - Reasonable out-of-pocket expenses may be reimbursed.
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8) Annual General Meeting (AGM)

- Held annually in the month of
 - Members must receive at least 14 days' notice.
 - Business includes reports from Chairperson and Treasurer, election of Committee, and other matters.
 - A minimum number of members (to be specified) must be present.
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9) General Meetings

- Two General Meetings (excluding the AGM) shall be held each year.
 - All members may attend and vote.
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10) Special General Meeting

- May be called by the Committee or by members (number to be specified).
 - Members must receive 14 days' notice with details of business to be discussed.
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11) Alterations to the Constitution

- Changes must be agreed by at least two-thirds of members present and voting at a General Meeting.
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12) Dissolution

- The Group may be wound up if agreed by two-thirds of members present and voting at a General Meeting.
- Any remaining assets, after debts are paid, shall be given to another group with similar aims.

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13) Adoption of the Constitution

Until the first AGM, the individuals whose names, addresses, and signatures appear below shall act as the Management Committee.

This Constitution was adopted on by:

- Name / Address / Signature
 - Name / Address / Signature
 - Name / Address / Signature
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