

Example Constitution

1. The name of the group shall be [] ([the Association/Club/Group/Society]).
2. Subject to the matters set out below, [the Association] and its property shall be administered and managed in accordance with this Constitution by the members of the Committee
3. Objects (aims of the [Association]) are:
 - a) To promote the interests of all residents of [] and the surrounding areas of [], and to assist in maintaining good relations between all members of the community.
 - b) To promote social activities for all members of the community.
 - c) To promote environmental and economical improvements for all members.
 - d) To work in co-operation with other organisations to achieve the above aims.
4. Membership
 - a) Full membership shall be open to [all residents living in the area, who are over the age of 18 years].
 - b) Members are required to pay a weekly subscription of [].
 - c) A full list of members shall be kept by the Secretary.
 - d) Associate membership shall be open to all others not covered by item a) in the [Association's] area.
 - e) The Committee may also use its discretion to co-opt other persons outside the area who support the aims of the [Association]. This co-option should be ratified at a Committee meeting.
 - f) Full members will have voting rights.
 - g) The Committee can terminate the membership of any member(s) with reason. Such member(s) shall have the right to be heard by the Committee before any decision is taken and shall have the right of appeal to the next committee meeting of the [Association], whose decision shall be final.
5. The Committee
 - a) A Committee shall be elected at the Annual General Meeting to carry out the business of the [Association].
 - b) The Committee shall have between [3] and [] members.
 - c) The Committee will be made up of a Chairperson, [Vice-Chairperson], Secretary and Treasurer. Roles can be given to other members as the Committee may decide.
 - d) Vacancies on the Committee arising during the year can be filled by the Committee by co-opting members. These will be subject to ratification at the next committee meeting.
 - e) Additional co-opted members not exceeding [3] may be appointed who in the opinion of the Committee have special skills or knowledge to contribute to the [Association].
 - f) Any Officer or Committee member must declare any relevant personal interest. The Committee shall have the right to determine whether that member shall withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.
 - g) The Committee shall meet not less than [] times a year.
 - h) No Committee meeting can take place if less than [] Committee members are present.
 - i) If a Committee member is absent from [] consecutive Committee meetings without apology it shall be deemed that they have resigned.

- j) On a temporary basis Officers of the Committee may undertake two Officer roles provided this is agreed by the Committee.

6. Powers of the Committee

- a) The Committee has the power to raise funds, charge and increase subscriptions and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- b) The Committee has the power to buy, take on a lease or exchange any property necessary for the achievement of the objects and to maintain and equip it for use.
- c) The Committee has the power, subject to any consent required by law, to sell, lease or dispose of all or any part of the property of the society.
- d) The Committee has the power, subject to any consent required by law, to borrow money and to charge all or any part of the property of the [Association] with repayment of the money so borrowed.
- e) The Committee has the power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants. Employment of staff and sessional workers is subject to the relevant checks and recruitment procedures required by law.
- f) The Committee has the power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- g) The Committee has the power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- h) The Committee has the power to appoint persons in an advisory capacity and constitute advisory committees as the Committee may think fit.
- i) The Committee has the power to do all such other lawful things as are necessary for the achievement of the objects.

7. Sub-committees

- a) The Committee may appoint sub-committees to carry out activities of a specific nature of the [Association].
- b) Such sub-committees will be directly accountable to the Committee.
- c) The Committee will agree in advance the Terms of Reference for any sub-committee.
- d) Sub-committees will report to the membership at the Annual General Meeting.
- e) Officers of the Committee may be Ex-Officio members of any sub-committee.
- f) All sub-committees shall report to the full Committee and may be dissolved at the discretion of that full Committee.

8. Annual General Meeting

- a) The Annual General Meeting shall take place no less than 11 months, and not more than 15 months from the date of the previous AGM.
- b) The Secretary will notify all members of the date of the meeting not less than [21] days before the Annual General Meeting.
- c) The business of the AGM will include:
 - Report on the Committee's work over the last year
 - Report on any Sub-committees
 - Present a reviewed statement of accounts
 - Elect a new Committee

- Amend the Constitution if necessary, subject to members being advised of the proposed changes within the agreed timescale

9. Extraordinary General meeting

- a) An Extraordinary General Meeting may be convened when deemed desirable and also upon the written request of [10] members.
- b) The Secretary will give [7] clear days notice to all members of such a meeting.

10. Quorum

- a) No business shall be transacted at any general meeting unless a quorum is present.
- b) A quorum is [] members entitled to vote upon the business to be conducted at the meeting.
- c) If the meeting is inquorate, it shall be reconvened and 7 clear days' notice of the reconvened meeting will be given. The members present at the reconvened meeting will form a quorum.

11. Voting

- a) Voting at all meetings shall be by a show of hands by Full Members entitled to vote.
- b) A member can request a secret ballot and this is agreed by a majority of members.
- c) A simple majority of votes shall carry a decision.
- d) Except for elections to the Committee the Chairperson of the meeting shall in the event of a tied vote have an extra casting vote.
- e) Persons can be nominated in their absence for any position on the Committee, providing that the nominee's consent is given.

12. Finance

- a) All money received by or on behalf of the [Association] is to be used to further the aims of the [Association] to be agreed by the membership.
- b) The Treasurer shall open a bank account in the name of the [Association].
- c) There will be three signatories who will be nominated by the Committee, one of which will be the Treasurer. These should not be from the same household.
- d) All cheques and instructions to the [Association's] Bankers shall require 2 of the agreed signatories.
- e) Regular financial reports of all the [Association's] accounts will be made available to the Committee and independently examined each year. The accounts will also be received at the Annual General Meeting.

13. Equal Opportunities

- a) The [Association] must recognise that certain groups and individuals are discriminated against in society. The Committee shall be opposed to such discrimination and committed to equality of opportunity in its business, in its relations with its members and others and in its composition of Committees.
- b) The [Association] will ensure that in all its dealings no one shall be disadvantaged because of their sex, marital status, sexual orientation, domestic responsibilities, age, religion, ethnic origin, race, colour, illness or disability.

14. Amendments to the Constitution

- a) Any amendment to this Constitution shall be made at an Extraordinary General Meeting.
- b) All proposed alterations shall be given to the Committee in writing not less than 21 days before the Extraordinary General Meeting or Annual General Meeting. These proposals

should be outlined on notices advertising the meeting at least 21 days prior to the AGM or Committee Meeting.

- c) Any amendment shall require the approval of a majority of members present and voting at the meeting.

15. Dissolution Clause

If the Committee decides that it is necessary to dissolve the [Association], any assets remaining will be transferred to a group with a similar objective within the areas of interest.

Date adopted _____

Signature _____

Signature _____

Signature _____

Signature _____