



Constitution for small groups

Below is a very basic constitution to use if your group wants to become more organized but doesn't want to register as a charity yet. This constitution is not appropriate if the committee members want to be paid or if you want to employ people or take on leases. Once your income is over £5000 per year you must register as a charity.

CONSTITUTION

A NAME

The group's name is _____

B THE PURPOSES OF THE GROUP ARE :-

C CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Committee has the power to :-

- (1) raise funds, receive grants and donations
- (2) co-operate with and support other groups with similar purposes
- (3) do anything else within the law which is necessary to achieve the purposes



D **MEMBERSHIP**

The Committee may admit to membership anybody aged 18 and over who supports the purposes of the group. People who wish to become a member should apply to the Committee. Membership lasts for 3 years and may be renewed. The Committee will keep an up to date membership list.

The Committee may expel someone from membership, provided it is in the best interest of the group to do so, and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend.

E **ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
- (2) There must be at least ___ members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any member may put themselves forward for election as a Committee member at the AGM.
- (5) Every member has one vote.
- (6) Members shall elect between 3 and 10 members to the Committee. They will retire at the next AGM and may stand for re-election.

F **COMMITTEE**

- (1) The Committee shall hold at least 3 meetings each year. They will elect a chair, treasurer and secretary at their first meeting.
- (2) At least 3 Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) The Committee must keep accounts which may be viewed by any member on request.
- (4) During the year, the Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.



- (5) The Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

G MONEY

- (1) Funds must be held in the group's bank account. All cheques or online payments must be signed or ratified by 2 Committee members.
- (2) Funds cannot be used to pay Committee members except to refund legitimate expenses.
- (3) Funds and property must only be used for the purposes of the group.

H SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

- (1) **Changing the Constitution** - The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting. It can't be changed in any way that would mean the group is no longer charitable.
- (2) **Emergency Special General Meetings** – to allow the members to decide on important issues.
- (3) **Winding up** – the group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes.

J SETTING UP THE GROUP

This constitution was adopted on _____ 20__ by the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

Signed

Print name and address



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