

Sample Constitution for a Community Group

1. Name of the organisation

2. Organisational aims

- To provide support for those affected by XXXXX to those who live in XXXX and the surrounding area.

3. Organisational objectives

- To provide a regular meeting place for XXXXXXXX
- To provide members with information XXXXXXXX
- To organise social and enjoyable activities for members
- To raise funds to support the work of the group
- To raise awareness of the group in the community

4. Membership

- a) Membership is open to anyone regardless of gender, faith, ethnicity, disability*, sexual orientation, and economic status.
- b) Members are required to pay a membership fee towards the running of the group, payable at each group meeting. In the event of individual hardship, the committee may make a discrete decision to waiver the fee.
- c) The membership fee shall be set at the Annual General Meeting by a vote of the membership, on the recommendation of the group treasurer.
- d) Members may also be required to contribute towards any group outings that they attend. The level of payment required will be agreed by the committee, on the recommendation of the group treasurer.
- e) A full list of the members, including who to contact in the event of an emergency will be kept by the group secretary which will be GDPR compliant (*if there is anything you are not able to assist with e.g. toileting needs you may wish to add here*).

- f) A member may be expelled from the group following a vote of no confidence from the membership. For the vote to carry, a majority of the membership must be present.

5. Annual General Meeting

- a) The Annual General Meeting will be held every MMYT.
- b) An AGM will be called by the chairman, with 21 clear days' notice given. Notice should include details of roles on the management committee that are up for re-election.
- c) Nominations for the management committee will be received prior to the AGM.
- d) The AGM shall consist of:
 - i. Minutes from the last AGM, and matters arising
 - ii. Chair's report
 - iii. Treasurer's report and annual accounts
 - iv. Election of the management committee
 - v. Any other business
- e) At the AGM, the management committee shall retire from office and be eligible for re-election. Positions will be voted on by a show of hands. At least one quarter of the membership must be in attendance for the vote to carry.

6. Special General Meeting

A Special General Meeting may be called by the management committee, or more than five members, when an urgent matter needs to be discussed. 14 clear days' notice should be given, with a notice of the business to be discussed.

7. Management Committee

- a) The group shall be administered by the management committee, consisting of no more than nine and no less than three individuals who shall be elected at the AGM.
- b) The officers of the management committee shall be the chairperson, secretary and treasurer, with other committee members taking on whichever roles the management committee decide are required.

- c) The committee shall meet at least twice yearly, with at least three committee members present.
- d) Voting at the management committee meetings shall be by a show of hands, with the chair having the casting vote in the case of a tie.
- e) The management committee shall have the power to remove any member of the committee for good and proper reason.
- f) Vacancies occurring between AGMs may be filled by co-option at the discretion of the Committee and reviewed at the AGM.

8 Finance

- a) The group shall have a bank account in its name, with at least two signatories who are unrelated and unmarried to each other.
- b) The financial year will run from MM.
- c) The treasurer shall keep an accurate record of all income and expenditure.
- d) A financial report shall be given by the treasurer at each management committee meeting and at the AGM.
- e) The accounts will be prepared and audited by someone external to the group and prepared in advance of the AGM.

9 Changing the Constitution

Any alterations to the constitution must be discussed and agreed by two thirds of the membership at a Special General Meeting.

10. Winding up

The group may be wound up at any time if agreed by two-thirds of those members present and voting at a Special General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to **XXXXXX**