# Template Constitution for a Small Unincorporated Association

# CONSTITUTION OF:

# ADOPTED ON

# :.....................................................................[Day/Month/Year].....................................

# Name

# The name of the Group shall be:

# Aims

The aims of the Group shall be to:

*Example text*

* *To bring together and foster understanding amongst young people from the diverse communities in [location]*
* *To promote recreational activities, mutual support and joint aid among our members.*
* *To establish sports clubs and participate in different sporting activities*
* *To use dance, drama and music to share culture and experiences*.

*By doing these activities we hope to improve well-being of the [beneficiaries] engaging with our service and increase connectivity between young people.*

# Powers

In order to achieve its aims the Group may:

* Raise money
* Receive grants and donations
* Open bank accounts
* Take out insurance
* Organise courses and events
* Work with other groups and exchange information
* Do anything that is lawful which will help it to fulfil its aims.

# Membership

* Membership of the Group shall be open to any person over 18 (*or as applicable*), any organisation (*if applicable*) living or located in the \_\_\_\_\_\_ area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription (*if applicable*) agreed by the Management Committee.
* Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
* Every individual member and each organisation shall have one vote at General Meetings (*if applicable*).
* The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.
* Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group’s Secretary of that person’s name (*if applicable*).

# Management

* The Group shall be administered by a Management Committee of the Officers.
* The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary and any other officer appointed.
* The Management Committee shall meet at least \_\_\_ times a year.
* The Chairperson shall Chair all meetings of the Group.
* The quorum for Management Committee meetings shall be \_\_\_ members.
* Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
* The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

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# Duties of the Membership Committee

The duties of the Chairperson are to:

* Chair meetings of the Committee and the Group
* Represent the Group at functions/meetings that the Group has been invited to
* Act as spokesperson for the Group when necessary.

The duties of the Secretary are to:

* Take and keep minutes of meetings
* Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
* Maintain the membership list
* Deal with correspondence
* Collect and circulate any relevant information within the Group.

The duties of the Treasurer are to:

* Supervise the financial affairs of the Group
* Keep proper accounts that show all monies collected and paid out by the Group.

The duties of Other Committee Members:

* Attend all committee meetings
* Other duties as appropriate for their role.

# Finance

* Any money obtained by the Group shall be used only for the Group
* Any bank accounts opened for the Group shall be in the name of the Group
* Payments are authorised by the committee

# Annual General Meeting

* ***If you have a voting membership****:* The Group shall hold an Annual General Meeting (A.G.M.) in the month of \_\_\_\_\_\_\_\_ and invite all members.
* All members shall be given at least fourteen days’ notice of the A.G.M. and shall be entitled to attend (*and vote if applicable*). The quorum for an AGM shall be \_\_\_ members (*if applicable*).
* ***If you don’t have a voting membership:***The Group’s Management Committee will hold an AGM to approve the accounts and elect any new committee members, etc. The quorum for this AGM shall be \_\_\_ committee members.
  + - *It is still a good idea to have an annual public meeting to showcase your year’s work and share successes with your community.*
* The business of the A.G.M. shall include:
  1. Receiving a report from the Chairperson on the Group’s activities over the year.
  2. Receiving a report from the Treasurer on the finances of the Group
  3. Electing a new Management Committee
  4. Considering any other matter as may be decided.

# Emergency General Meeting

* An Emergency General Meeting may be called by the Management Committee or by any \_\_\_\_\_\_\_ members to discuss an urgent matter.
* The Secretary shall give all members fourteen days’ notice of any Emergency General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote (*if applicable*).

# Equal Opportunities

The group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

# Alterations to the Constitution

# Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

# Dissolution

# The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

# This constitution was adopted on:

Date ………/…………/…………….

Signed by: Chairperson, Secretary, Treasurer, Other Committee members (*if applicable*)

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….

# POLICY DATED (*insert date when approved by trustees/board): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# SIGNED (Chair of the meeting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# REVIEW DATE: *2 years after date of policy*