

CONSTITUTION

1 Name

The name of the group shall be

2 Aims

The aims of the group shall be:

3 Powers

In furtherance of the aims, but not otherwise, the committee shall have the following powers:

- a) power to raise funds and to invite and receive contributions, provided that in raising funds the committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law.
- b) power to do all such other lawful things as are necessary for the achievement of the aims.

4 Membership.

- a) Membership of the group shall be open to any resident of _____ interested in helping the group to achieve its aims, willing to abide by the rules of the group and willing to pay any subscription agreed by the Management Committee
- b) Every member shall have one vote at General Meetings.
- c) The membership of any member may be terminated for good reason by the Management Committee.

5 Management.

- a) The group shall be administered by a Management Committee of not less than and not more than members elected at the group's Annual General Meeting.
- b) The management committee shall meet at least times a year.
- c) The chairperson shall chair all meetings of the group. If the chair is absent from any meeting, the vice-chairperson shall chair the meeting. In the absence of both the chairperson and the vice-chairperson the members of the committee present will choose one of their number to chair the meeting before any other business is transacted.
- d) The Officers of the Management Committee shall be the Chairperson, the Vice-chairperson, the Treasurer and the Secretary.
- e) The quorum for Management Committee meetings shall be

- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

6 The Duties of the Officers

- a) The duties of the Chairperson shall be:
 - 1) to preside at meetings of the Committee and the organisation
 - 2) as may be required by the Committee to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.
- b) The duties of the Vice-chairperson shall be:
 - 1) to deputise in the absence of the Chairperson
- c) The duties of the Secretary shall be:
 - 2) to prepare in consultation with the Chairperson the agenda for the meetings of the Committee
 - 3) to take minutes of all meetings
- d) The duties of the Treasurer shall be:
 - 1) to supervise the financial affairs of the organisation
 - 2) to ensure that proper accounts are kept with regards to all monies received and paid out by the organisation

7 Finance

- a) Any money obtained by the group shall only be used to further the group's aims.
- b) Any bank accounts opened for the group shall be in the name of the group.
- c) Any cheques issued shall be signed by two of the three committee members nominated as signatories.

8 Annual General Meeting

- a) The group shall hold an Annual General Meeting (AGM) in the month of
- b) All members shall be given at least 7 days notice of the AGM and shall be entitled to attend and vote.
- c) The business of the AGM shall include:
 - receiving a report from the Chairperson on the group's activities over the year
 - receiving a report from the Treasurer on the finances of the group
 - electing a new Management Committee, and
 - considering any other matter as may be decided.

d) The quorum for the Annual General Meeting and any General Meeting shall be

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

10 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.

11 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 charitable aims.

This constitution was adopted on the200

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