



# CONSTITUTION MODEL FOR A SMALL GROUP

When setting up, a constitution will need to be drawn up. The following is the suggested format for a constitution for a small group. If you want to register as a charity, it is best to use the Charity Commissions model document. Copies can be obtained from the Council for Voluntary Service.

## CONSTITUTION OF .....

### 1. NAME

The name of the Group shall be .....

### 2. AIMS/OBJECTS

The object of the Group shall be to promote .....  
.....in the area of .....

### 3. MEMBERSHIP

The Committee may admit to membership of the Group anyone who supports the aims and objects of the Group and pays the membership subscription for the time being.

### 4. ANNUAL GENERAL MEETING

An Annual General Meeting of the members of the Group must be held within three months of the end of each financial year for the purposes of receiving the annual report of the Committee, of considering the (audited or independently examined accounts) and of electing Honorary Officers, Auditors or Independent Examiners (decide which alternative) and members of the Committee.

## **5. ORDINARY GENERAL MEETINGS**

The Chairperson of the Committee may in their discretion call an ordinary general meeting. The Secretary must call an ordinary general meeting within fourteen days of receiving a written request to do so signed by not less than ..... members.

## **6. HONORARY OFFICERS**

At the Annual General Meeting the members of the Group shall appoint a Chairperson, Treasurer, Secretary and such other officers as they may decide.

Casual vacancies amongst the officers shall be filled by the Committee until the next annual appointment of officers.

## **7. PAID OFFICERS**

The Committee may appoint and dismiss such paid officers as they consider necessary provided that no paid officer is a member of the Committee.

## **8. THE COMMITTEE**

The Group shall be managed by a Committee consisting of the Honorary Officers and ..... members elected at the Annual General Meeting. The Committee may co-opt not more than ..... persons with special knowledge or experience. Co-opted members shall serve for such period as the Committee shall decide and shall be honorary members of the Group during their term of office, with/without (please delete) voting rights.

## **9. PROCEDURE AT MEETINGS**

- (i) The Chairperson or person presiding at any meeting shall have a second or casting vote.
- (ii) A quorum at any general meeting of the Group shall be ..... and at any committee meeting shall be .....
- (iii) The Secretary shall keep minutes of meetings of the Group and of the Committee.

## **10. FINANCE**

- (i) The financial year shall run from 1st April to 31st March.
- (ii) The Treasurer shall keep proper accounts of the finances of the Group.
- (iii) Members shall pay such subscriptions as the Committee may from time to time decide.
- (iv) The income and property of the Group whencesoever derived, shall be applied solely towards the objects/aims of the Group as set out in Clause 2 and no payment shall be made to any member or honorary officer except the repayment of out of pocket expenses.
- (v) At the end of each financial year the accounts shall be audited or examined by one or more independent examiners.

## **11. TRUSTEES**

The Committee may appoint not less than three persons to act as trustees for the purposes of holding property (land) or investments on behalf of the Group.

## **12. DISSOLUTION**

If the Committee decides that on the ground of expense or otherwise it is desirable that the Group shall be dissolved, it shall call a Special General Meeting of the Group by giving twenty-one days' notice in writing to each Group member stating the terms of any resolution to be proposed thereat. If it is decided at the Special General Meeting by a simple majority of those present and voting that the Group shall be dissolved, the Committee shall wind up the Group's affairs. Any assets remaining after satisfaction of any liabilities properly payable thereat shall not be distributed amongst members but shall be given to such other charitable organisation or organisations for the benefit of the community as the Committee/members (identify which) decide.

## **13. AMENDMENTS**

This constitution may be amended by a resolution passed by a two-thirds majority of those present and voting at any general meeting of the Group provided that notice of the meeting in writing stating the terms of the resolution to be proposed thereat, shall have been sent to all members of the Group not less than fourteen days before the date of the meeting.

