

CONSTITUTION

This sample is for small non-incorporated associations. It is NOT approved for registered charity status. Please visit the charity commission website for details of governing documents suitable for this purpose.

1) NAME

The name of the organisation shall beherein after called the “Association”.

2) PURPOSES

The purposes of the association shall be to

.....

For the purpose of attaining the aforementioned objectives the association shall have the power to: -

- a) Promote and develop the aforesaid objectives;
- b) Assist or affiliate with other charitable or community associations;
- c) Raise funds and receive contributions;
- d) Buy, take on lease or in exchange any property of the charity, subject to any consents required by law;
- e) Borrow money and to charge all or part of the property of the charity with repayment of the money so borrowed subject to any consents required by law;
- f) Employ staff (who may not be members of the executive committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
- g) Do all such lawful things that shall further the objectives of the branch, providing such activities do not contradict the objects of [*Name of Organisation*].

3) MEMBERSHIP

a) Membership shall be open irrespective of political party, nationality, religion, race, sexual orientation or gender to: -

I) Individuals of 18 years and over living in the area of benefit. Individuals under the age of 18 may be admitted into junior membership as and when and subject to such conditions as the General Committee may decide. Junior members shall not be entitled to vote.

II) Individuals over 18 living outside the area of benefit who shall be called Associate Members and who shall not have the right to vote at General Meetings of the Association.

4) SUBSCRIPTIONS

All members shall pay such subscriptions or fees, as the committee shall determine from time to time.

5) COMMITTEE

The committee shall comprise of members of the Association and members of other outside bodies. The latter shall be determined from time. There shall be not less than 3 and not more than 10 members of the committee at any one time.

6) OFFICERS

The officers shall comprise of: -

- A Chairperson,
- Deputy Chairperson, [if available]
- Secretary,
- Treasurer,
- and any other officers as the committee shall determine from time to time. Such officers shall be elected or re-elected at each Annual General Meeting.

7) GENERAL MEETINGS

The policy and general management of the association shall be directed by a general meeting, which will consist of individual members and officers. Once a year the association shall hold its Annual General Meeting, which shall receive an annual report and statement of accounts, elect officers and a committee.

It may also discuss any other business, of which proper notice has been given to the secretary including proposals to amend the constitution. Other general meetings shall be held at such times as determined by the committee, or at the request of the officers, or within 28 days of receiving a written request to the secretary, signed by not less than two members (seven days notice shall be given of the time and place of all meetings to the members).

8) QUORUM

A quorum at a general meeting shall be one tenth of the members. A quorum for a committee meeting shall be one third of members elected to the committee, providing that is not less than three people.

9) VOTING

At a committee meeting or a general meeting, each member eligible to vote shall have one vote only. In the case of an equal vote, the chairperson shall have the casting vote.

10) FINANCE

At least once a year, the accounts shall be independently examined and presented to the membership. All monies raised by or on behalf of the association shall be used to further the purposes of the association and to no other purpose.

11) STANDING ORDERS

The committee shall have the power to adopt and issue orders for conducting business. Such standing orders shall come into operation immediately. Provided that they shall be subject to review by the Annual General Meeting and shall not be inconsistent with the provisions of the constitution, which shall take precedence in the case of any dispute.

12) CONSTITUTION

Alterations to the constitution shall require the approval of not less than two thirds of the members present at the Annual General Meeting or extraordinary General Meeting. A resolution for the alterations to the constitution shall be received by the secretary at least 28 days before the meeting in which the resolution is to be brought forward. At least 14 days notice in writing of such a meeting shall be given by the secretary to members and shall include notice of the alteration proposed.

13) DISSOLUTION

The committee may by a resolution passed at a general meeting by not less than three quarters of those present entitled to vote, after 21 days notice has been given in writing to all members, decide to dissolve the association.

Any assets remaining upon such dissolution, after satisfying the debts and liabilities of the association shall be transferred to another organisation whose objectives are similar to our own.

***This constitution was approved and adopted by members of the [Name of Organisation] on the
day of***

Signed:

Chair

Secretary

Treasurer

Source: Sefton CVS

Disclaimer: Please note that whilst every effort is made to ensure that accurate information is provided in this factsheet Sefton CVS does not undertake any liability for any error or omission

Registered Charity No: 1024546 Company Limited by Guarantee: 2832920