

# THE CONSTITUTION OF

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## 1. Title

1.1 The Organisation shall be called.....  
and shall be referred to throughout the rest of this document as 'the organisation'.

## 2. Objects

2.1 The objectives of the organisation will be to.....  
.....  
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## 3. Membership

3.1 Membership of the Organisation shall be open to any person, regardless of race, age, gender, sexual orientation or ability, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting of the Organisation Members.

## 4. Officers

4.1 The Officers of the Organisation shall be as follows:

- Chair person
- Secretary
- Treasurer

## 5. Election of officers

5.1 All Officers shall be elected at the Annual General Meeting of the Organisation, from, and by, the Members of the Organisation.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## 6. General Committee

6.1 The affairs of the Organisation shall be controlled by a Management Committee comprising the Officers of the Organisation and no more than five other Members elected from, and by, the Full Members of the Organisation. The Management Committee shall meet at agreed intervals and not less than four times per year.

6.2 The duties of the General Committee shall be:

6.2.1 To control the affairs of the Organisation on behalf of the Members.

6.2.2 To keep accurate accounts of the finances of the Organisation through the Treasurer. These should be available for reasonable inspection by Members and if the organisation has an annual turnover of over £10,000, accounts should be externally examined or audited before every Annual General Meeting. If the organisation's turnover is less than £10,000, the accounts should be presented as a summary of the year's income and expenditure. The Organisation shall maintain a

current bank account for which two elected members of the committee must be signatories.

6.2.3 To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.

6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **7. General meetings**

7.1 The Annual General Meeting shall be held once a year and the first Annual General Meeting must take place within one year of this constitution being adopted. 21 clear days' written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

7.2 The business of the Annual General Meeting shall be to:

7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.

7.2.2 Receive the accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Committee from the Secretary.

7.2.4 Elect the Officers of the Organisation (i.e., Chairperson; Secretary; Treasurer and other General Committee Members.

7.2.5 Review subscription rates and agree them for the forthcoming year.

7.2.6 Transact such other business received in writing by the Secretary from Members.

7.3 Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 3 full Members of the Organisation. At least 21 days' notice of the meeting shall be given.

7.4 Nominations can only be made by Full Members and must be seconded by another Full Member.

7.5 At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Organisation or by Full Members attending the meeting.

7.6 Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

7.7 A quorum for a General Meeting shall be no less than 3 members, two of which must be Officers of the Organisation.

7.8 Each Full Member of the Organisation shall be entitled to one vote at General Meetings.

## **8. Alterations to the Constitutions**

8.1 Any proposed alterations to the Organisation Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Organisation and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **9. Dissolution**

9.1 If, at any General Meeting of the Organisation, a resolution be passed calling for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the Organisation to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Organisation and discharge all debts and liabilities of the Organisation.

9.3 After discharging all debts and liabilities of the Organisation, the remaining assets shall not be paid or distributed amongst the Full Members of the Organisation, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Organisation.

This constitution was formally adopted on: \_\_\_\_\_

Signature of Chair person \_\_\_\_\_

Signature of Secretary \_\_\_\_\_