



Sample Constitution for a non-registered Charity

1. Name

The name of this group shall be

2. Objects

The objects are to

3. Area of benefit

4. Powers

To further the objects,has power to:

- 4.1. Work in partnership with others.
- 4.2. Recruit and support volunteers.
- 4.3. Invest funds through any lawful means except permanent trading.
- 4.4. Accept gifts, either for the general purposes of [name of group], or for a specific purpose within or connected with the objects.
- 4.5. Do anything else within the law that promotes, or helps to promote, the objects.

5. Membership

- 5.1. Membership is open regardless of personal beliefs, gender age, nationality, race, sexual orientation, health condition, disability, social status, level of wealth, or any other individual differences.
- 5.2. Each member has one vote.
- 5.3. The Committee must keep an up to date list of members.

6. The Committee

- 6.1. The group shall be managed by a Committee of not less than five, and not more than fifteen members.
- 6.2. Committee members and officers shall stand from the end of the AGM at which they were elected until the end of the next AGM.
- 6.3. The elected officers shall include a Chair, a Secretary and a Treasurer and any other officers the Committee decides.
- 6.4. A Committee member can fill only one position.
- 6.5. A Committee shall meet a minimum of four times a year, and must keep a formal record of all meetings.
- 6.6. The quorum for a Management Committee meeting is five members.
- 6.7. Each member has one vote and, if the vote is tied, the Chair has a second casting vote.
- 6.8. The Committee has the power to co-opt up to three members to fill vacant places. Until the next general meeting each co-opted member has one vote.



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7. Finance

- 7.1. All funds belonging to or raised for [name of group], must be used in furthering the group's objects.
- 7.2. The Treasurer shall keep an account of all income and expenditure and shall present independent examined accounts at the AGM.
- 7.3. There shall be only one bank or building society account in the name of the group. Cheques must be signed by two Committee members, who must not be related or live in the same house.
- 7.4. Committee members may claim reasonable out-of-pocket expenses on terms approved by the Committee. No other payments can be made to members of the group.

8. Changes to the Constitution

This Constitution can only be changed at a general meeting. The Secretary must give 21 days' notice of the meeting to all members, together with details of the proposed changes to the Constitution. For the Constitution to be changed, over half of the members present at the meeting must agree.

9. Dissolution

- 9.1. [Name of group] can only be dissolved at a general meeting. The Secretary must give 21 days' notice of the meeting to all members, together with the details of the proposed dissolution. For the group to be dissolved, over half of the members present at the meeting must agree.
- 9.2. If the members agree that the group should be dissolved, any assets remaining after the clearing of all debts and liabilities shall be given to a group with similar objects or, if this cannot be done, to any other charitable purpose.

10. Arrangements until the first Annual General Meeting

Until the first Annual general Meeting takes place, this constitution shall take effect as though references in it to the Management Committee were references to the people whose signatures appear at the bottom of this document.

11. A copy of this Constitution shall be available to all members

This Constitution was approved at a general meeting of [name of group]

Signed..... Chair
 Secretary
 Treasurer