



# Sample basic constitution

CORE03

**A basic constitution for a small local community group or voluntary organisation.**

**Name**                      The name of the organisation shall be:  
.....

**Location**                      ..... [village/town/district etc]

**Objects**                      .....  
.....  
.....

*[State in simple terms the purpose for which the organisation was set up]*

**Powers**                      In furtherance of the objects, but not otherwise, the management committee may exercise the power to:

- (i)      Raise funds and to invite and receive contributions providing that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii)     Buy, rent or take lease or in exchange any property necessary for the achievement of the objects and maintain and equip it for use;
- (iii)    Subject to any consents required by Law to sell, lease or dispose of all or any part of the property of the organisation
- (iv)    Subject to any consents required by Law to borrow money and to charge all or any part of the property of the organisation with repayment of the money so borrowed;

- (v) Employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions for staff and their dependants;
- (vi) Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and exchange information and advice with them;
- (vii) Establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (viii) Appoint and constitute such advisory committees as the Management Committee may think fit;
- (ix) Do all such other lawful things as are necessary for the achievement of the objects.

**Membership**

Membership is open to:

.....  
 Membership fees shall be agreed annually at the AGM.

**Committee**

The committee will consist of at least 3 members.

Meetings shall be held..... times a year.  
 One third of committee members must be present to form a quorum (minimum three members).

The organisation may take out and pay for Trustees Indemnity Insurance on behalf of committee members.

All committee members are elected for a period of one year. All committee members will retire at the AGM but may be re-elected

Committee members will include an elected Chairman, Treasurer and Secretary.

**Annual General Meeting (AGM)**

The AGM shall be held not later than three months after the end of the financial year. Public notice must be given at least 14 days before the AGM.

The AGM will:

- (i) hear reports of the year's work from the committee
- (ii) receive the Treasurer's report on the audited accounts for the year
- (iii) accept the resignation of the outgoing committee
- (iv) elect committee members for the forthcoming year
- (v) appointment the auditors for the forthcoming year

**Voting at AGM**

All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie the Chairman or an appointed deputy shall decide

**Special General Meeting (SGM)**

The Chairman may call a Special General Meeting to resolve a serious problem or if a proposal is made to alter the constitution. 18 days notice must be given prior to a SGM.

**Amendment**

The constitution can be amended with a majority vote at the AGM or an SGM called for the purpose.

**Assets/property/ effects**

These are the responsibility of the Committee at all times who shall see they are maintained in good order

**Income/ expenditure**

This is the responsibility of the Treasurer and Committee. Proper accounts shall be kept, tabled at each Committee meeting and AGM. Accounts should be audited or examined annually according to current law by a qualified person who is not a member. The accounting year shall run from 01 April to 31 March.

A bank account shall be opened in the name of the organisation and the signatures of two committee members will be needed for cheques to be drawn on the account.

**Dissolution**

The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other assets remaining shall be distributed to local charities at the Committee's discretion