

Sample Constitution

This is a sample template designed to support community and voluntary groups. The content is for demonstration purposes only and should be adapted to suit your group's needs.

Name of the Group

Riverside Community Connections

Group Aims

The aim of Riverside Community Connections is to bring people together to strengthen the local community, support inclusion, and improve quality of life for all residents. The group operates on a not-for-profit basis.

Group Objectives

- Promote community spirit and connection among residents of all ages
- Support social inclusion by creating opportunities for participation, particularly for older people, young people, and those experiencing isolation
- Organise community events, activities, and initiatives that respond to local needs
- Encourage active citizenship and involvement in local decision-making
- Work in partnership with local organisations, agencies, and the Public Participation Network to support community development

Membership

Membership of Riverside Community Connections is open to individuals aged 18 and over who live in or have a connection to the Riverside area and who support the aims of the group.

Membership will be free of charge.

The group will keep a simple list of members for communication and organisational purposes.

Membership may be withdrawn by the committee where a member's behaviour is considered to be seriously damaging to the group, following a fair and transparent process.

Annual Meetings

The group will hold an Annual General Meeting (AGM) once per year. A minimum of 21 days' notice shall be given to members for the AGM.

A quorum of 1/3 of members in attendance is needed to the AGM to proceed.

The AGM will:

- approve the annual accounts, or statement of income and expenditure;
- receive a report on the year's activities;
- appoint an accounts auditor or bookkeeper;
- approve the signatories for the bank account;
- elect a Chair, Treasurer and Secretary for the year;
- elect an executive committee (the Executive) to manage the business of the Group between AGMs';
- set the annual subscription for the coming year; and
- decide any other business.
- Be open to all members

Decisions at the AGM shall be made by a simple majority of those attending with each member having one vote. In the event of a tie the Chair shall have the casting vote. Elect or re-elect the committee.

Special General Meetings

A Special General Meeting (SGM) may be called by the committee, or by a written request from at least 5 members.

Where members request an SGM, the request should be submitted to the Secretary, and the meeting will be arranged within 4 weeks.

Notice of the meeting will be given to all members in advance, including details of the specific business to be discussed.

Only the business outlined in the notice will be discussed at the meeting.

Minutes

The group will keep a record of its meetings, including:

- The names of committee members present at each meeting, including any sub-committee meetings
- A record of decisions made and key discussions at all committee and sub-committee meetings

Quorum and Voting

A quorum for General Meetings (including the AGM and any Special General Meeting) will be [insert number or proportion].

If a quorum is not present, the meeting may be rescheduled.

Each member will have one vote.

Decisions will normally be made by a show of hands and agreed by a simple majority of those present. If needed, a vote may be taken by ballot. All funds must be used solely to support the aims of the group

Changes to Constitution

This constitution may be amended at an Annual General Meeting (AGM) or Special General Meeting (SGM) called for that purpose.

Members will be given notice of any proposed changes in advance of the meeting.

Any amendment must be agreed by at least [insert percentage, e.g. two-thirds] of members present and entitled to vote.

Finance

- The group may raise funds, where appropriate, to support its aims and activities.
- The group will open and maintain a bank account in its name.
- At the Annual General Meeting (AGM), members will agree the authorised signatories for the account.
- At least two signatories will be required for all withdrawals or financial transactions, one of whom should be the Treasurer.
- No single person should be responsible for both approving and processing the same payment.
- The Treasurer will provide a financial update at each committee meeting and present a summary report at the AGM.
- The group will keep clear and accurate records of all income and expenditure.

Expenses and Indemnity

Committee members may be reimbursed for reasonable, vouched expenses incurred while carrying out their role, where agreed in advance by the committee.

The group will not be responsible for any personal liability incurred by members unless acting on behalf of the group and with prior agreement.

Committee

The group will be managed by a committee elected at the Annual General Meeting (AGM).

The committee will include the following roles:

- Chairperson or Facilitator
- Secretary
- Treasurer
- Up to 5 additional members

Committee members will serve for one year and may be re-elected.

Committee meetings will be held regularly and arranged by the Secretary, with reasonable notice given to all committee members.

- A meeting may also be requested by at least 10 committee members.
- A quorum for committee meetings will be 6 including at least one officer.
- A record of attendance and key decisions will be kept for each meeting.

If a committee member steps down or is no longer able to continue in their role, the committee may appoint (co-opt) another member to fill the position until the next AGM.

The overall management of the group will be the responsibility of the committee, who will act in the best interests of the group and support its aims and activities.

Interpretation

If any issue arises that is not covered by this constitution, the committee will act in good faith to make a decision in line with the aims of the group.

Any significant matters should be brought to a General Meeting for consideration and, where appropriate, reflected in future updates to the constitution.

Dissolution

The group may be dissolved by a decision of members at a Special General Meeting (SGM) called for that purpose.

Members will be given advance notice of the meeting, and a quorum must be present.

A proposal to dissolve the group must be agreed by at least [insert percentage, e.g. two-thirds] of members present.

A financial report will be presented at the meeting. The dissolution will not take effect until all liabilities have been settled and any remaining assets have been appropriately distributed.

Any surplus funds will be given to another not-for-profit group with similar aims, or to a local charity agreed by the members.

Date

This Constitution was adopted by the first members on DATE

Signed on behalf of the members by:

Chairperson

Name: (block capitals) _____

Signature: _____

Date: _____

Secretary

Name: (block capitals) _____

Signature: _____

Date: _____

List of First Members: