CONSTITUTION OF: CLUB NAME

1. Name :

2. Aim : *Make it clear here what funds are to be used for and who is to benefit. If a charity it should be clear what group(s) of people are to receive the funds.*

To

3. Objectives

The group will fulfil the aim by:

\*

\* To raise funds and receive contributions where appropriate to finance the activities of the group.

\* To publicise and promote the work.

\* Open bank accounts for the group.

\* Take out insurance if required.

\* Organise meetings, courses and events as agreed.

\* Work with similar groups and exchange information

and advice with them.

\* Take any action that is lawful, which would help it to fulfil its aims.

4. Membership

(a) Membership of shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.

(b) Every member shall have one vote at general meetings.

(c) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.

(d) Registration and termination of membership.

\* Any member of the club/group may resign his/her membership at any time without notice. Any official representative is required to give notice if choosing to resign from their official position.

\* The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association.

5. Management

(a) shall be administered by a Management Committee of not less than two (2) people and not more than fifteen (15) members elected at the group’s Annual General Meeting, Committee Members must be at least 18 years old.

(b) The officers of the Management Committee shall be….*specify the roles of those committee members, eg. Chairman, Treasurer, Secretary etc*. (NB. These roles will need to match the officials named on the Bank Account Application although they need not all be named as a/c signatories)

(c) The Management Committee shall meet at least twice a year.

(d) At least two Management Committee members must be present for the Management Committee meeting to take place.

(e) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

(f) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

6. Finance

(a) Any money obtained by the group shall only be used in accordance with the aims of the group.

(b) Any bank accounts opened for the group shall be in the name of the group.

(c) Any cheque issued shall be signed by ONE of the nominated signatures.

7. Committee Meetings

(a) The committee shall meet at irregular intervals as deemed appropriate.

(b) The committee shall be accountable to the members at all times.

(c) All meetings must be minuted and available to any interested party.

8. Alteration of the Constitution

1. Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

9. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

…………………………………

Signed:

(Chair)

(Secretary)

(Treasurer)

(Member)

(Member)