

Notes for Consideration in Developing a Short Constitution

- Be clear about your service
- Develop practice guidelines
- Have clear roles and responsibilities
- Identify users and make sure that you have listened to the community
- Develop a complaints and suggestions procedure
- Develop clear roles for volunteers
- Develop a system to manage volunteers
- Develop a monitoring system (What are you going to collect and why)
- Have financial management procedures
- What are you aiming to achieve?
- How are you aiming to achieve this? (i.e. what services are to be offered and to whom)
- Are these services needed?
- What resources are needed to provide the services?
- How is the group planning to fund these resources?
- What outputs are hoped to be achieved?
- How is the group going to measure the outputs?
- What is the current status of the group?
- is this the right status for the group?
- What legal implications are there (e.g. insurance)?
- How are these legal implications to be met?

Name

XYZ Craft Group

Objects

- To increase people's knowledge of crafts, home furnishing and sewing in general.
- To reduce the isolation of older people living within the area and increase contact with younger members of the community

Powers

- To raise funds to continue the activities of the group.
- To assist and co-operate with other community groups within the area.
- To provide out of pocket expenses to any person providing tuition.
- Power to do all such other lawful things as are necessary for the achievement of the objects.

Membership

- Membership is open to residents over the age of 18 of East Staffordshire and the surrounding area and who have paid the annual subscription laid down from time to time by the Committee.
- Every member shall have one vote.

Officers /Committee Members

A chairman, Secretary and Treasurer will be appointed at the annual General meeting and a further four members elected, all of whom will hold a office for one year but may be re-elected or re-appointed.

Meetings of the Committee

- Three meetings, including the AGM will be held each year.
- The proceedings of each meeting will be recorded in a book kept for that purpose.
- At least three members of the Committee must be present.

Accounts

All funds will be paid into a bank or building society account opened in the name of the group and shall be applied only for furthering the objects of the group.

- There will -be three signatories and cheques must be signed by any two of these three signatories.
- The Treasurer will keep account of the groups funds and submit an appropriate statement of accounts to members at the AGIVI and report on the groups finances to the committee when requested.

Annual General Meeting

- An AGM will be held in may of each year or as soon as possible thereafter.
- The Secretary shall give members 14 days notice of the AGM. All members are entitled to attend and vote at the meeting.
- Nominations for election to the Committee should be handed to the Secretary on the day of the AGM. Should nominations exceed vacancies, election shall be by ballot.
- The Committee will present a report and accounts of the year' activities.

Alterations

Alterations to the Constitution may be made by a resolution agreed by two thirds of the members present at the AGM.

Dissolution

If the Committee agree it is necessary to dissolve the group a meeting will be called and if agreed by two thirds of the members present the group will close. Any money remaining after the payment of all liabilities will be transferred to the Management Committee of a similar group

This Constitution was adopted on the

Signed

All information provided curtesy of:

Local Network Fund
Outreach and Support

