

- l. To form any company which is a charity with similar aims to those of the Group, and, if considered appropriate, to transfer to any such company (without any payment being required from the company) the whole or any part of the Group's assets and undertaking.
- m. To take such steps as may be deemed appropriate for the purpose of raising funds for the Group's activities.
- n. To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attaching to them).
- o. To do anything which may be incidental or conducive to the furtherance of any of the Group's objects.

4. General structure

The structure of the Group shall consist of:-

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any special general meeting) and have important powers under the constitution; in particular, the members elect people to serve on the management committee and take decisions in relation to changes to the constitution itself
- (b) the MANAGEMENT COMMITTEE - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the Group; in particular, the management committee is responsible for monitoring the financial position of the association.

5. Membership

- a. Membership of the Group shall be open to members of the public who support the Group's Aims.
- b. Each member will have one vote and will be eligible to stand for election onto the Management Committee.
- c. The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.
- d. The membership of any member may be terminated for good reason by the Management Committee, but the member has a right to be heard by the Management Committee before a final decision is made.

6. Management Committee

- a. The members shall elect a Management Committee of up to six members who will direct the policy and management of the Group. They shall be elected to serve for one year, after which time they may stand for re-election.
- b. The officers of the Management Committee shall be the Chairperson, Vice-Chairperson, Treasurer and the Secretary.
- c. The Management Committee shall meet at least four times a year.

- EGM together with notice of the business to be discussed. All members shall be entitled to attend and

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. 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. In the event of winding up, any assets remaining after all debts have been paid shall be given to another, not-for-profit Group with similar aims.

This constitution was adopted at a general meeting of the Group on the *insert date*.

Signed on behalf of the Group by the Officer Bearers:

Chairperson

Signature: Alex Kelly

Name: Alex Kelly

Secretary

Signature: Sherrie McCriston

Name: Sherrie McCriston

Treasurer

Signature: Manon Weechest

- d. The Chairperson shall Chair all meetings of the Group.
- e. The quorum for Management Committee meetings shall be three members.
- f. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have the casting vote
- g. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

7. Operation of accounts and holding of property

- a. Any money obtained by the Group shall be used only for the Group.
- b. A bank account will be opened in the name of the Group.
- c. The signatures of two signatories appointed by the management committee shall be required in relation to all operations (other than lodgement of funds) on the bank and building society accounts held by the Group.
- d. A simple written note of the Group's financial position will be produced by the Treasurer and available at committee meetings.
- e. A statement of accounts verified by a competent person who is independent of the Group shall be tabled at the AGM.
- f. No money will be paid out in the name of the group without a receipt being presented.
- g. The title to all property (including any land or buildings, the tenant's interest under any lease and (so far as appropriate) any investments) shall be held either in the names of the chair, treasurer and secretary of the association (and their successors in office) or in name of a nominee company holding such property in trust for the Group; any person or body in whose name the Group's property is held shall act in accordance with the directions issued from time to time by the management committee.

8. Annual General Meeting

- a. The Group shall hold an Annual General Meeting (AGM) by the 28th February.
- b. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be three members.
- c. The business of the AGM shall include:
 - i) Receiving a report from the Chairperson on the Group's over the year.
 - ii) Receiving a report from the Treasurer on the finances of the Group.
 - iii) Electing a new Management Committee.
 - iv) Considering any other matter as may be decided.

9. Extraordinary General Meeting

An Extraordinary General Meeting (EGM) may be called by the Management Committee to discuss any urgent matter. The Secretary shall give all members fourteen days' notice of any