

Information on Constitutions

Constitutions can be as simple or as complicated as you like. However, any constitution should include the following:-

- The names and objectives of the organisation
- Its membership
- How it will run its day – to – day activities, including meetings
- How the Constitution itself can be changed
- How the organisation can be wound up

Below is a list of information that would need including in a constitution

1. Name i.e. Object Project
2. Aims / Purposes – what does the project hope to achieve, this can be more than one point.
3. Members – who is it open to i.e. everyone or is it limited to people who pay membership, or who volunteer with the project etc.
4. Equal Opportunities - Include a statement about your equal opportunities policy (this will be a separate document for your project but you can add a piece here for it).
5. Committee and Officers - State what officers you will have on your committee and what their roles will be. The main roles that are essential are as follows:-
 - o Chair
 - o Secretary
 - o Treasurer
 Also state how many members the committee will be made up of and state that they will be elected at the AGM and say what their powers will be.
6. AGM and other meetings – AGM (Annual General Meeting) will need to be held on a yearly basis. Your constitution should clearly state how your AGM will be run such as if decisions on new committee members will be made in advance of meeting or at meetings, and what the quorum will be i.e the minimum number of members that must attend the meeting to make decisions.
7. Finances – clearly state how you will deal with any money, who will be the signatories etc...
8. Amendments to constitution – you need to state how the constitution can be amended i.e can changes only be made at AGMs and if so how many need to vote in favour of changes.
9. Dissolution – if your project ceases to exist you need to state what will happen to any residual funds and who is entitled to make the decision