**Name**.

The name of the Organisation shall be …………

# Objective of the Organisation

1. To serve the residents, taking action on issues of concerns or interest in ways that improve the area and incorporate values of the forum.
2. To encourage participation of the residents in all aspects of life in Southampton.
3. To represent their interests as far as possible, in both the public and private sector.
4. To further develop good community relations and spirit already existing, recognising the diverse cultural richness of the area.
5. To work towards partnership with Southampton City Council and other public, private and voluntary service providers to benefit the local residents.
6. To identify special needs for training and self-development.
7. To seek assistance, support and advice, when required, from service providers and organisations and individuals.

## Methods of Achieving Objectives

1. To produce and disseminate information among the group’s residents.
2. To organise meetings.
3. To undertake training, as and when identified as a need.
4. To raise awareness of the group among other voluntary and statutory groups, so that new and existing initiatives can be identified, and to exchange information and advice with them.
5. The group shall have the power to raise funds by means of contributions, legacies, grants and fundraising, by lawful means.
6. All funds and property of the group shall be used solely to promote its objectives as set forth within this constitution.
7. No funds of the group shall be paid or transferred directly or indirectly by way of profit to any member of the group.
8. An annual fee will be payable by each of the group member as determined by the General Committee from time to time.
9. To identify and be aware of social and educational issues within the membership group. To liaise with the appropriate services in dealing with the issues. To support members.

## Membership

1. Membership of the group shall be open to all persons over the age of 18 years regardless of gender, disability and culture, and is a resident living within the membership boundaries. All members should actively seek to represent the various needs of the area, and must not discriminate on the grounds of nationality, political opinion, race, religious opinion, sex, sexuality or disability.
2. Whilst everyone is welcome to attend committee meetings, the participation of non-residents will be at the discretion of the chairperson.
3. Statutory, voluntary and local organisations and businesses are entitled, by invitation to send representatives to committee meetings. Such representatives shall not have any voting rights.
4. All paid up members of the group shall have one vote at each Annual General Meeting.
5. Any issue requiring a vote shall be decided by a simple majority of those entitled to vote.
6. The Chairperson shall have the additional casting vote in the case of votes being equal.

**Meetings.**

1. Meetings of the Committee will be held every **…….. ;** With the Annual General Meeting to be held within 15 months of the preceding Annual General Meeting.
2. At least 21 days notice of the Annual General Meeting shall be given to members by the Secretary.
3. The business of each Annual General Meeting shall be:
	* to consider the Annual report of the general committee on the work of the group and its activities during the preceding year
	* to approve the audited / independently examined accounts
	* to elect the committee
	* to consider any other business of which due notice has been given.
4. Three committee members or one third of the total membership may call extraordinary meeting.
5. Meetings of the members shall be held every ………..

**Procedure at Meetings**

1. Voting

All issues / questions arising at any meeting shall be decided by a simple majority of those present and who are entitled to vote. In the case of any equality of votes, the chair has the casting vote.

1. Quorum

(I) Committee meetings

……….. of the committee members shall form a quorum at meetings of the general meeting and all other committee meetings.

(ii) Annual General Meeting and Member meetings.

The Quorum for the open meetings should be **………** members or one third of membership, whichever is lower.

(III) In the event that no quorum is present at any meeting, the issues shall stand adjourned, until those members present shall deemed to form a Quorum.

1. Minutes

Minutes shall be kept by the group’s appointed Secretary and all proceedings and resolutions recorded.

 The minutes should be available for any member to view by appointment.

**Committee.**

1. At each Annual General meeting, the committee will be elected from its members.
2. All previous elected committee members will stand down at each Annual General Meeting but may stand for election.
3. The committee will elect the following officers:
	* Chairperson.
	* Vice-Chairperson
	* Treasurer
	* Secretary
	* The committee may also appoint any of its members to undertake other identified roles. i.e. publicity officer.
4. The main committee shall not exceed **……** members in total.
5. The Committee, and any elected committee members, that the membership have authorised to act on their behalf, will have the power to make minor decisions considered inexpedient to await the next schedule committee meeting; and which is to the benefit of the membership. Such actions will be reported to the committee at the next committee meeting. All other issues and decisions shall be subject to the recommendations of full committee.
6. The committee may co-opt up to …….. representatives with particular expertise, knowledge or skills, whether members of the group or not.

These representatives’ committee members do not have voting rights.

1. If an elected member does not attend …… successive Committee meetings without good reason, their membership of the Committee will ceased. The Chairperson or Secretary will confirm this dismissal in writing.
2. Committee membership may also be terminated if the member brings the group in to disrepute through such activities as criminal acts. Any such case arising will be heard by a sub-group consisting of the highest committee officers. …….. of nominated committee members, as requested by the member in question will also attend. The member concerned will also have the right to be accompanied or represented. This meeting will be confidential, in which course of action will be agreed by a simple majority of the ……. committee in attendance.

Any appeal against termination of membership will be heard by thegroups

Committee in open session, where decision will be final.

1. Should a vacancy occur on theCommittee, any paid up member may stand for election to the committee giving not less than *one* (1) meeting notice. For Annual General Meetings, this period of notice does not apply.
2. The Committee will meet at least every …….. months and at other times deemed necessary.
3. No committee member shall use his or her position for financial or personal gain.

### Working group

l) Members of the group or the committee may from time to time be asked to form small groups of people to look at particular issues. These groups shall be known as working groups. Such groups will be able to investigate, discuss and make recommendations, but unless authorised by the membership or committee respectively, will not have the power to make decisions on behalf of ……..

1. The composition of each working group should consist of at least *one* (1) committee member and *two* (2) members.

#### Finance

1. *Two* (2) out of three or four (3 or 4) signatures will be required to debit the groups account.
2. A bank account shall be open in the name of the group

c) The general committee shall authorise in writing three or Four (3 or 4) signatories.

These three or four (3 or 4) signatories will consist of the Treasurer, chairperson and one or two other persons.

 All cheques must be signed by not less than***two***(2) of the three or four (3 or 4) authorised signatories. If the Treasurer signs, this signature must appear first, to protect against misuse of funds.

1. The Treasurer shall properly account for all expenditure and income, and shall present an audited or independently examined report to the Annual General Meeting, plus a quarterly statement to the committee meetings.
2. All monies acquired by the group shall be applied to the benefit of group and shall be used for no other purpose.
3. The group financial year shall run from ………. to …………..
4. All monies raised by or on behalf of group shall be used solely for the benefit of the group and for no other purpose. Such actions to be agreed by simple majority of committee.
5. Repayment of reasonable out of pocket expenses incurred by volunteers may be refunded. All receipts and invoices must be kept and a written receipt given for any expenditure.

**Alterations / changes to the Constitution.**

a) Amendments to the Constitution can only be made at the Annual General Meeting, where two thirds majority of those entitled to vote are required for the amendment to be successful.

**Dissolution.**

1. In the event of the group being dissolved, the assets, after payment of debts due, will be donated to a chosen organisation with similar objectives. This will be decided by a simple majority vote at an Annual General Meeting or an extraordinary open meeting.

Arrangements until the first Annual General Meeting of

………………………………………………………….

Until the first Annual General Meeting takes place, this constitution shall take effect as

the ………………………. terms of reference.

Signed…………………………….. Chairperson

Signed …………………………… Secretary

Signed …………………………… Committee Member

 DATE ………………….

**ADOPTION of CONSTITUTION of ………………………………….**

This Constitution was adopted as the Constitution of the …………………………….

………………………………………………. at the first Annual General Meeting

of…………………………………………… held on the ………………..

where the following persons were elected as trustees and committee for ………………………………………………………………….

Signed ………………………………………………Chairperson

Signed……………………………………………….Vice Chairperson (if appropriate)

Signed……………………………………………….Secretary

Signed………………………………………………..Treasurer

Signed……………………………………………….

Signed……………………………………………….

Signed……………………………………………….

Signed……………………………………………….

Signed……………………………………………….

 DATE ………………………………………