

NAME OF ASSOCIATION

CONSTITUTION

1. Name and date of commencement

The association shall be called NAME and shall be constituted from DATE (hereinafter referred to as the Association).

2. Aims and Objectives

The Association is a non-profit making organisation whose overall aim is to.....

The Association's main objectives shall be to:.....

2.1.....etc.

3. Membership

3.1 Subject to the payment of annual subscriptions, as determined by the Management Committee and approved at each Annual General Meeting, Ordinary Membership shall be open to anyone interested in furthering the aims and objectives of the Association.

3.2 Associate membership shall be open to local businesses. Associate membership entitles the bearer to participate in all activities and general assemblies of the Association, but excludes voting rights.

4. Management

4.1 The Management Committee shall be elected at the Annual General Meeting and shall comprise a Chairman, Vice Chairman, Treasurer and Secretary, plus two further committee members. If the post of any officer or other committee member should fall vacant after such an election, the Management Committee will have the power to co-opt up to two members. The Management Committee shall comprise Ordinary Members of the Association only. Representatives of Associate Members shall not be entitled to serve on the Committee.

4.2 The Management Committee shall meet as often as required to make and execute such decisions as are necessary in implementing the aims and objectives of the Association. The Management Committee shall report all its activities to the Annual General Meeting and shall account to the Annual General Meeting in accordance with article 6.4

5. Rules of Procedure at Meetings

5.1 Annual General Meeting

5.1.1 General meetings of the Association shall be held Annually. Not more than fifteen months shall elapse between the date of one Annual General Meeting and the next.

5.1.2 Approve the minutes of the previous year's AGM

5.1.3 Receive reports from the Chairman and the Secretary

5.1.4 Receive a report from the Treasurer and approve the annual accounts

5.1.5 Elect the Management Committee

5.1.6 Consider changes to the Constitution

5.1.7 Deal with relevant business

5.2 Extraordinary General Meetings

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least two-thirds of the Association membership. The Management Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

5.3 Notices

At least fifteen days notice shall be given to all members of any General Meeting.

5.4 Voting

- 5.4.1 Excluding Associate Members, each member shall have one vote, which may be given in person or by proxy appointed in writing.
- 5.4.2 With the exception of changes to the Constitution, decisions put to the vote shall be resolved by a simple majority of the Ordinary Members at General Meetings.
- 5.4.3 The Chairman as well as his/her vote shall have a casting vote in cases of equality.

5.5 Quora

The quorum at General Meetings shall be the presence, or presentation by proxy, of at least one fifth of all Ordinary Members of the Association. For Committee Meetings the quorum shall be four.

5.6 Changes to the Constitution

- 5.6.1 Any change to the Constitution shall require a two-thirds majority of all those present and eligible to vote at a General Meeting.
- 5.6.2 Notice shall be given to all voting members of any General Meeting as specified in section 5.3 and then any proposal to change the constitution shall be submitted in writing to the Secretary at least seven days prior to the meeting.
- 5.6.3 All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

6. Finance

- 6.1 Members shall pay an annual subscription to the Association by the 15th April each year. The amount will be decided by majority vote at the Annual General Meeting.
- 6.2 All money raised on behalf of the Association shall be paid into a deposit account or current account at **....BANK.....**, or such other bank as shall from time to time be substituted by the Management Committee.
- 6.3 All cheques shall be signed by two of the four nominated Committee Members.
- 6.4 The Treasurer will be responsible for the preparation of the annual accounts of the Association which shall be presented by the Management Committee, after audit, at the Annual General Meeting.
- 6.5 The accounts shall be audited by an independent person.

7. Bye-laws

The Management Committee shall have the power to publish and enforce such bye-laws as the Ordinary Membership feels necessary to govern the activities of the Association.

8. Dissolution

The Association may be dissolved if two-thirds or more of the Ordinary Members so desire, by their giving three months notice in writing to the Chairman of the Association. In this event the liabilities of the Association shall be discharged and the residuary assets distributed to a recognised charitable body.

Signed (Chairperson) _____

Signed (Committee Member) _____