

MODEL CONSTITUTION FOR A SMALL COMMUNITY GROUP

CONSTITUTION OF [GROUP NAME]

1. Name

The name of the group shall be [GROUP NAME] (hereafter referred to as “the Group”).

2. Aims

The aims of the Group are to:

- Promote and raise awareness of [the park/community/area] within the local community;
- Improve and protect the natural environment and habitat;
- Support improvements to local facilities and infrastructure;
- Encourage community involvement, inclusion, and wellbeing;
- Undertake any other activities consistent with these aims.

3. Powers

To further its aims, the Group may:

- Raise funds and accept donations and grants, provided no permanent trading is undertaken;
- Work in partnership with voluntary organisations, local authorities, and other bodies;
- Organise meetings, events, and activities;
- Publicise its work through appropriate channels;
- Reimburse reasonable expenses to members;
- Employ staff or contractors if necessary;
- Undertake any lawful activities that support its aims.

4. Membership

Membership is open to anyone who supports the aims of the Group and agrees to abide by this constitution.

- Each member has one vote;
- Members may stand for election to the committee;
- The Group is non-party-political and committed to equality, diversity, and non-discriminatory practice.

5. Management Committee

The Group shall be managed by a committee of **[3–10]** members, elected annually at the AGM.

The committee will include: Chair, Secretary, and Treasurer.

- Committee members serve for one year and may stand for re-election;
- The committee may co-opt additional members if required;
- The committee will meet at least **[4]** times per year;
- The quorum for committee meetings shall be **[3 or 5]** members;
- In the event of a tied vote, the Chair has a casting vote.

6. Meetings

Annual General Meeting (AGM)

- Held once a year in **[month]**;
- Members will receive at least 14 days' notice;
- Business includes election of the committee, review of activities, and approval of accounts.

General Meetings

- Held as required, with at least **[2–4]** meetings per year.

Extraordinary General Meeting (EGM)

- May be called by the committee or by written request of at least **[5]** members;
- Must be held within 21 days of the request;
- Only the specified business will be discussed.

7. Finance

- All funds must be used to further the Group's aims;
- A bank account will be held in the Group's name;
- At least two unrelated signatories are required to authorise payments;
- A record of income and expenditure will be maintained and reported regularly;
- Annual accounts will be independently reviewed by a person not on the committee;
- Members may only receive reimbursement for reasonable expenses.

8. Amendments

This constitution may be amended at an AGM or EGM by a two-thirds majority of members present, provided notice of the proposed changes has been given in advance.

9. Dissolution

The Group may be dissolved by a majority decision at a properly convened meeting. Any remaining assets, after liabilities are met, shall be transferred to another local group or organisation with similar aims.

Adopted on: _____

Signed:

Chair: _____

Secretary: _____

Treasurer: _____