



Example CAG Constitution

Name of the Organisation:

Aims and Objectives or Statement of purpose:

This will describe what you want to do as part of your group. Aims are statements of intent. They are usually written in broad terms. They set out what you hope to achieve. Objectives, on the other hand, should be specific statements that define measurable outcomes and what steps will be taken to achieve the desired outcome.

E.g.:

Aim: To raise awareness of food waste issues

Objective: Host regular food waste café events

Membership:

This will describe who the group is open to and your membership structure.

E.g.:

Residents can become a member of the group by notifying the secretary. Residents of nearby streets/villages who are interested in the activities of the group can apply for membership.

Decisions on membership will be taken at any group meeting by consensus. There is no subscription for joining. The secretary or treasurer will keep a record of members.

Meetings:

This will describe how frequently your meetings will be held, as well as the format, structure and decision-making processes.

E.g.:

Members meetings will be held as necessary, normally monthly, to decide the objectives of the Group, to direct its work and delegate actions and activities. Decisions will normally be taken by consensus but, if considered necessary by the meeting, by majority vote.

Annual General Meeting & Special General Meetings:

This will describe the general functions of the AGM and SGM, as well as the timings and process.

E.g.:

General functions of the AGM:

The AGM will review the group's finances, authorise the scope of proposed activities, elect officers, and address any other issue brought forward by a member. Any member may table a motion or resolution by giving it to the secretary before the meeting.

Timing and process of AGM:

An annual general meeting (AGM) will be held once a year usually after the accounts for the previous financial year are available.

The secretary will call the meeting at least 21 days before the date of the meeting by distributing an announcement to all members and posting a notice within the community to attract new members.

Three members will form a quorum (the minimum number of people needed at the meeting in order to make decisions). The chair of the organisation or a member authorised by the chair will conduct the meeting.

Special General Meeting (SGM):

A special general meeting may be called at the request of any member with the agreement of an officer. A special general meeting can perform the same functions as an AGM. The secretary will inform all members of a special general meeting at least one week before it takes place.

Changing the constitution:

This will describe the process for changing the constitution including approvals.

E.g.:

The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated by the secretary at least one week before the meeting. The decision will normally be taken by consensus, unless the members decide that a majority vote should be used. Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to some quite different purpose. A draft of the new constitution will be placed on the local notice board and sent out via e-mail for viewing by members. Comments can then be made by a date decided at the meeting. Any changes to the constitution will be made in negotiation with a CAG officer. CAG officers will be informed of any changes made.

Officers of the organisation:

This will describe the roles and responsibilities within the group.

E.g.:

The officers of the group will be a chairperson, secretary, and treasurer. Officers will be elected at an annual general meeting for one year, with no limit on the number of times that they can be re-elected. Officers will not be paid. Officers may be removed by a decision taken by a special general meeting or AGM if they do not attend meetings or carry out their duties for four months. Officers may leave at any time by notifying a members' meeting and the vacancies will be filled at a special general meeting or AGM. Officers' powers and responsibilities will be defined by members at an AGM.*

*The group will have one 'nominee' to formally be a member of The Community Action Groups Project Oxfordshire (or 'CAG Oxfordshire', a community benefit society)**. The nominee will participate in the general meetings of CAG Oxfordshire and vote on behalf of the group. Only the group nominee can stand for election on the board of CAG Oxfordshire. The chairperson will normally act as the nominee from the group, though the group may decide in a general meeting to pass this role onto another officer. To change the nominee the chairperson should contact The CAG Project staff team.*

*Please note: If the group decides to hire paid staff the structure would need to be changed to accommodate this and the constitution be rewritten.

** Please speak to The CAG Oxfordshire staff team if you have any questions about this.

Finance:

This will describe the financial management arrangements for the group.

E.g.:

The Treasurer will keep the group's financial accounts and records, prepare annual accounts, and control expenditure. The Treasurer will be responsible for setting up and managing the group's bank accounts, and will approve signature of cheques (two signatures from among three specified officers, who will normally be the chairperson, the secretary and the treasurer; signatories must not be related). Where a debit card/s is/are held, the card must be kept secure by the officer named on the card and oversight of the use of this card will be the responsibility of the treasurer. The treasurer is also responsible for providing annual accounts to the CAG project every April and keeping an audit trail of receipts.

Members may through a decision at an annual general meeting or a special general meeting, make provision for the accounts to be independently examined or audited, and to appoint a person authorised to do this and may decide to dismiss that person. Officers and members of the group may not act as the independent examiner, but a CAG officer may be approached to fulfil the role.

Termination of group:

This describes the process through which the group may disband.

E.g.:

A decision to wind up the group can be taken by an AGM or an SGM and in consultation with the CAG Project. The members will transfer any assets of the organisation to an organisation with similar aims and objectives.

This constitution was adopted on: [Date]					
Signed		Position		Date	
Signed		Position		Date	
Signed		Position		Date	