**Group Name**

**Constitution**

**Group Aims and Objectives**

Outline these and group mission

**Date of Group Establishment**

Month and year your group was set up

**Membership and subscription**

Open to who and rules of membership

**Finance**

Details regarding how money is spent, bank account, auditing and expenses

**Meetings and Voting**

**General meetings** – frequency and quorum

**Annual General Meeting** – when held and what for

**Special General Meeting** – its purpose

**Proposals and officer nominations** – how it works

**Voting at meetings** – voting rules and decision-making process

**Disciplinary Procedures**

This process and what reasons it may be invoked

**Dissolution**

For example - *the group may be wound up at any time if agreed by 50% of those members present and voting at any General Meeting*

**Amendments to the Constitution**

For example – *Any changes to this Constitution must be agreed by at least 50% of those members present and voting at any General Meeting*

**The Constitution was adopted on *date and place***

Signatures of Committee Members adopting the Constitution:

|  |  |  |
| --- | --- | --- |
| Date | Signature | Print Name |
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