**Constitution of:**

1. **OBJECT**

**Describe the objective of your group**

1. **POWERS**

**These are examples, consider what you need to do and the wide scope of things that you will need to deal with.**

In order to achieve its aim the Group may:

1. Have categories of membership for participants
2. Charge a subscription fee for participation to maintain the sustainability of the service
3. Raise money through fundraising and applying for relevant grants
4. Open and maintain bank accounts in the group’s name
5. Partnership with similar groups / organisations and exchange information, advice, resources and expertise with them
6. Form sub-groups of interest and advancement of specific elements of **\*INSERT SERVICE OR CAUSE HERE\***
7. Do anything which is lawful which will help to fulfil the group’s main object.
8. **MANAGEMENT COMMITTEE**
9. The **\*INSERT ORGANISATION\*** shall be administered by a voluntary Committee of not less than three and not more than five individuals elected at the Annual General Meeting (AGM). If a vacancy arises, the Committee may appoint a suitable and willing member of the group to the Committee provided that the maximum prescribed is not exceeded.
10. Traditional officers for the Committee are Chair, Secretary and Treasurer. These positions may be fluid depending on volunteer availability. Other officer positions can be created as the Committee sees fit.
11. All Committee members are responsible for the overseeing of the group’s activities and ensuring that it continues to meet its aim. This includes representing the group, keeping accurate minutes and records of the groups decisions and activities and proper accounts that show all monies received and paid out.
12. The Committee shall meet in person at least four times a year. The Committee also has the power to make decisions by any electronic means the Committee deems suitable as long as these decisions are documented.
13. To be quorate, at least three Committee members must be present for a just meeting to take place.
14. The Committee shall vote on all matters. Votes may be accepted from Committee members by the agreed electronic means. In the event of a tied vote, then the Chair of the meeting shall have the final decision.
15. The Committee may call on individuals or representatives from other organisation on an advisory capacity to inform a decision or for the development of the group as required.
16. It is part of the Committee’s responsibility to self-govern and as a whole have the power to remove any member of the Committee for good and proper reason. Committee members have the right to be heard by the other Committee members accompanied by a representative before a final termination decision is made.
17. **MEMBERSHIP**

**\*INSERT ORGANISATION\*** acknowledge the 9 protected characteristics of the Equalities Act 2010 and does not aim to knowingly discriminate any member due to their perceived difference. The Committee can create other categories of membership as it sees appropriate.

**You can create categories of membership or if there is just one category you will need to think of a few things**

**Who qualifies to be a member? The group will be open to anyone who is suffering/ has suffered with grief, with more sub groups tailored to more specific needs as and when they are required**

**How do they apply? Potential attendees will apply via a membership form to guarantee we can be in touch as well as notify them of group meeting times, both a physical as well as an online membership form will be available.**

**What do they get as a member (vote at AGM etc)? An introduction pack, including a journal, relevant materials related to grief /coping mechanisms.**
**Members will also be added to a mailing list to notify them of any events/talks/activities that the group will be participating in.**

**What happens when things go wrong or a member has to be removed?**

1. **FINANCE**
2. The bank accounts shall be in the name of **\*INSERT ORGANISATION\***
3. The names of the signatories will always be updated with the bank account
4. All monies received by or on behalf of the **\*INSERT ORGANISATION\*** shall further the object and for no other purpose
5. Any cheques issued shall be signed by the Committee member acting as Treasurer and one other nominated member of the Committee.
6. The **\*INSERT ORGANISATION\*** shall consider good practise and may have the accounts externally verified annually. This shall be reviewed annually or as financial circumstances change.
7. When available the group will aim to pay reasonable out of pocket expenses and will refer to good practise and the Expenses Policy as guidance
8. **ANNUAL GENERAL MEETING**
9. The Group shall hold an Annual General Meeting (AGM).
10. All members shall be given a 14-day notice period of the AGM.
11. The business of the AGM shall include:
* apologies and a record of attendance
* receiving a report on the **\*INSERT ORGANISATION\*** activities over the year
* receiving a review of the **\*INSERT ORGANISATION**\* finances
* electing a Committee members (if required)
* considering any other business as required
1. At least two thirds of the membership or 15 members (whichever is greater) must be present for the AGM to take place.
2. **ADDITIONAL MEETINGS**

The Committee may call other meetings as they see fit. These meetings will be called with a 14-day notice period where possible unless meeting to discuss an emergency issue when a 7-day notice period will be used.

1. **ALTERATIONS TO THE CONSTITUTION**

Any Changes to this Constitution must be agreed by at least two-thirds of the membership or 15 members (whichever is greater) and passed at the AGM or a called General Meeting.

1. **DISSOLUTION**

The **\*INSERT ORGANISATION\*** may be wound up at any time if other avenues have been explored and the motion agreed by two-thirds of the membership or 15 members (whichever is greater) and passed at the AGM or a called General Meeting. In the event of winding up after all debts have been paid shall be given to another group with a similar aim to be decided by the Committee.

1. **ADOPTION OF THE CONSTITUTION**

This constitution was adopted (by signing and dating below) by those individuals acting as the Committee on behalf of the **\*INSERT ORGANISATION\***