

# NAME OF ORGANISATION

## Constitution

### A NAME

The charity's name is: 'Sample Women's Group'

### B THE PURPOSES OF THE CHARITY ARE:- (These can be changed to suit your group)

- To provide networking opportunities to all women living in the deprived wards of Greater Manchester
- To provide a platform for sharing ideas, develop confidence, raise aspirations, reduce isolation, increase independence, and develop leadership skills and enterprise for women.
- Provision of training to support women to fulfil their aspirations.
- Provide information and create awareness of women's issues through various methods, including print and digital mediums.
- Provide opportunities for women to socialise and volunteer in order to utilise and develop skills and experience.
- Promotion of creative arts.

### C TRUSTEES

The charity shall be managed by Trustees who shall be elected at the Annual General Meeting (AGM) of the charity.

### D CARRYING OUT THE PURPOSES

In order to carry out the purposes, the trustees have the power to: -

- (1) raise funds, receive grants and donations
- (2) co-operate with and support other charities with similar purposes
- (3) do anything which is lawful and necessary to achieve the purposes

### E MEMBERSHIP

The charity shall have a membership. People aged 18 and over who support the work of the charity are invited to apply to the trustees to become a member. Membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may cancel a person's membership if they believe it is in the best interests of the charity to do so. They have the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

## **F**     **ANNUAL GENERAL MEETING - AGM**

- (1)     The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
- (2)     There must be at least 10 members present at the AGM.
- (3)     The trustees shall present the annual report and accounts.
- (4)     Any member may put themselves forward for election as a trustee at the AGM.
- (5)     Every member has one vote.
- (6)     Members shall elect between 7 and 10 trustees to serve for the next year. They will retire at the next AGM and may stand for re-election.

## **G**     **TRUSTEE MEETINGS**

- (1)     Trustees shall hold at least 3 meetings each year. They will elect a chair, treasurer and secretary at their first meeting.
- (2)     At least 4 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3)     Trustees must declare, and if appropriate withdraw, if they have any conflict of interest in a matter under discussion or decision.
- (4)     Trustees must keep accounts which may be seen by any member on request.
- (5)     During the year, the trustees may appoint up to 2 additional co opted non-voting trustees. They will stand down at the next AGM, but are eligible for re-election.
- (6)     The trustees may make reasonable additional rules for the proper conduct and management of the charity. These rules must not conflict with this constitution or the law.

## **H**     **MONEY AND PROPERTY**

- (1)     Funds and property must only be used for the purposes of the charity.
- (2)     Funds or property cannot be used to pay or benefit trustees except to refund proper and reasonable expenses.
- (3)     Funds must be held in the charity's bank account. All cheques must be signed by 2 out of 3 trustees.

## **I**     **SPECIAL GENERAL MEETINGS**

Special General Meetings may be called by the trustees for the following reasons. All members must be given 14 days notice and told what change is proposed.

- (1)     **Changing the Constitution** - The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting. No change can be made that would make the organisation no longer a charity.
- (2)     **Emergency Special General Meetings** – to allow the members to decide on important issues.

- (3) **Winding up** – the charity may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a charity with similar purposes.

**J**     **SETTING UP THE CHARITY**

This constitution was adopted in September 2022 by the people whose signatures appear below. They will be the trustees until the first AGM, which must be held within one year of this date.

**Signed**

**Position**

\_\_\_\_\_

Chair

\_\_\_\_\_

Secretary