

| | Constitution reference | Changes needed? (Y or N) | Detail |
|---|------------------------|-----------------------------|--------|
| The name of the NPO | | | |
| Legal status (e.g. company, unincorporated association, foundation) | | | |
| Purpose and mission or objectives | | | |
| (If applicable) relationship to other NPOs, whether as a member of an affiliation network or otherwise | | | |
| The nature or, if applicable the identity, of members | | | |
| Membership rules such as eligibility, suspension and expulsion | | | |
| Rules for proceedings at members' meeting, including provisions for quorum and voting (such that at least two unconnected members must be present, with a casting vote by a third unconnected person such as the Chairman of the meeting) | | | |
| The rights of members to elect whether the annual financial statements should be independently audited, | | | |

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| <p>or verified or inspected, as befits the NPO's size, nature and complexity</p> | | | |
| <p>The rights of members to see the annual financial statements of the NPO within a reasonable period following the end of the accounting period. Such statements should be either independently audited or appropriately verified or inspected independently of the NPO, as required by the membership or committee members</p> | | | |
| <p>(If applicable) Provisions for the election of the Committee or board by the members, including</p> <ul style="list-style-type: none"> a. minimum number of members of the board or committee (which should comprise at least three unconnected people, two of whom to occupy the roles of Chairman, and Treasurer). The role of Secretary can be held by any member of the board or committee b. terms of office c. conflict of interest provisions d. provisions for retirement and dismissal of board or committee members | | | |

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| <ul style="list-style-type: none"> e. remuneration of board members (if applicable) f. a requirement that at least one of the board or committee members must be Guernsey resident | | | |
| <p>Duties and powers of the board or committee, including</p> <ul style="list-style-type: none"> a. a requirement for board or committee members to be persons of integrity and probity who have suitable and appropriate skills and experience b. a duty to act in good faith at all times, with a general duty of care c. a duty to act only in accordance within the powers afforded by the Constitution d. a duty to ensure that there are measures in place to enable the NPO to achieve its purpose and mission or objectives effectively, to fulfil its other obligations under its constitution and to discharge any legal obligations to which it is subject e. a duty to review the activities of the NPO, as well as its own performance, from time to time to ensure that the NPO continues to achieve its purpose and mission or objectives effectively, to | | | |

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| <p>fulfil its other obligations under its constitution, and to discharge any legal obligations to which it is subject</p> <p>f. a duty to ensure that the financial position of the NPO is satisfactory and prudent for the purposes of the organisation’s mission or objectives, in particular that disbursements are subject to dual control by unconnected people</p> | | | |
| <p>Duties and powers of the Chair</p> | | | |
| <p>Duties and powers of the Treasurer</p> | | | |
| <p>Duties and powers of the Secretary (if applicable)</p> | | | |
| <p>Rules concerning frequency of, and proceedings at, meetings of board or committee members, including provisions for quorum and voting (such that at least two unconnected board or committee members must be present, with a casting vote by a third unconnected person such as the Chairman)</p> | | | |