

1 **NAME**

The charity's name is _____

2 **THE PURPOSES AND MISSION OF THE CHARITY ARE:-**

3 **LEGAL STATUS**

The charity is an unincorporated association.

4 **TRUSTEES**

The charity shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the charity.

There should be a minimum of 3 and maximum of 10 Trustees. At least one Trustee must be Guernsey resident.

Trustees must be people of integrity and probity who have suitable and appropriate skills and experience.

5 **CARRYING OUT THE PURPOSES**

In order to carry out the charitable purposes, the Trustees have the power to:

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

6 **MEMBERSHIP**

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a Member. The Trustees may refuse to accept an application for membership if they believe it is the best interests of the charity. Once accepted by the Trustees, membership lasts for 3 years and may be renewed. The Trustees will keep an up-to-date membership list.

The Trustees may suspend or remove a person's membership if they believe it is in the best interests of the charity. The Member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend.

There shall be a minimum of 3 Members.

7 **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. Minutes must be kept of the AGM.
- (2) There must be at least 3 Members present at the AGM.

- (3) Every Member has one vote. In the event of a tied vote, the Chairman of the Trustees shall have a casting vote.
- (4) The Trustees shall present the annual report and accounts. The Members may elect to have these financial statements independently verified.
- (5) Any Member may stand for election as a Trustee.
- (6) Members shall elect between 3 and 10 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

8 TRUSTEE MEETINGS

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a Chair, Treasurer and Secretary. Trustees may act by majority decision.
- (2) Trustees must act according to the provisions of this Constitution, in good faith at all times, and acknowledge their general duty of care.
- (3) At least 3 unconnected Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (4) If Trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
- (5) During the year, the Trustees may appoint up to 2 additional Trustees. They will stand down at the next AGM.
- (6) The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.
- (7) The Trustees shall review the activities of the charity every three years, to ensure that the charity continues to achieve its purpose and mission effectively.
- (8) The Trustees shall review their own performance annually, ahead of the Annual General Meeting, to ensure that the charity has fulfilled its obligations under the Constitution, and to discharge any legal obligations to which it is subject.

9 DUTIES OF THE CHAIR

The Chair shall chair the meetings of the Trustees.

The Chair shall act as the figurehead for the charity, representing it at functions and meetings, and in communication with the Media.

The Chair shall also take the lead to ensure that Trustee decisions are implemented.

The Chair shall also take urgent action when there is no time to call a Trustees meeting, such action to be ratified at the next meeting or Trustees.

10 DUTIES OF THE TREASURER

The Treasurer shall be primarily responsible for stewardship of the charity's finances. The Treasurer's role is to keep the charity's books of account and to advise the Trustees about financial matters, and, in particular, on their financial responsibilities.

The Treasurer will ensure that

- funds are only disbursed when approved by two unconnected Trustees
- appropriate checks are carried out on the provenance of donations and bona-fides of beneficiaries is undertaken where required by Anti Money Laundering laws.
- the Trustees are presented with appropriate financial reports at Trustee meetings
- appropriate accounting disciplines are undertaken, e.g. reconciliation of bank accounts
- annual accounts are produced, and independently verified as required by the Members in general meeting, for production to the Annual General Meeting of Members.

11 **DUTIES OF THE SECRETARY**

The Secretary's primary roles are

- to keep the register of Members up to date, and
- to organise and minute meetings of Members and Trustees
- to deal with any correspondence

12 **MONEY AND PROPERTY**

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody, including members of the public, on request.
- (3) Trustees may not receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All payments must be authorised by 2 unconnected Trustees.

13 **GENERAL MEETINGS**

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. At least three unconnected Members must be present. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.

Trustees may also call a General Meeting to consult the membership.

14 **SETTING UP THE CHARITY**

This constitution was adopted on _____ 20__ by the people whose signatures appear below. They are the first Members of the charity and will be the Trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address
