

		Constitution reference	Changes needed? (Y or N)	
1	The name of the NPO			
2	Legal status (e.g. company, unincorporated association, foundation)			
3	Purpose and mission or objectives			
4	(If applicable) relationship to other NPOs, whether as a member of an affiliation network or otherwise			
5	Arrangements governing dissolution			
6	Rules governing administration of assets (if any)			
7	Rules governing the amendment of the constitution or other governing document			
8	The nature or, if applicable the identity, of members			
9	Membership rules such as eligibility, suspension and expulsion			

10	Rules for frequency of proceedings at members' meetings including provisions for quorum and voting			
11	The rights of members to elect whether the annual financial statements should be independently audited or examined, as befits the NPO's size, nature and complexity			
12	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 examined, as required by the membership or committee members (above)			
13	<p>The process by which members of the governing body are determined including</p> <p>a. minimum number of members of the board or committee (which must conform to the following rules):</p> <ul style="list-style-type: none"> <li>- the board must comprise three people to occupy the roles of Chair, Secretary, and Treasurer or equivalent</li> <li>- The Treasurer (or equivalent) and the occupant of at least one of the other specified roles must be unconnected</li> </ul>			

	<ul style="list-style-type: none"> <li>- For a voluntarily registered organisation the same person may occupy the role of Chair and Secretary (or equivalent)</li> <li>b. terms of office (if appropriate)</li> <li>c. maximum length of service where appropriate</li> <li>d. limits on re-election where appropriate</li> <li>e. conflict of interest provisions</li> <li>f. provisions for retirement and dismissal of board or committee members</li> <li>g. remuneration of board members (if applicable)</li> <li>h. a requirement that the majority of the board or committee members must be Guernsey or Alderney resident</li> </ul>			
14	<p>Duties and powers of the board or committee, including</p> <ul style="list-style-type: none"> <li>a. a requirement for board or committee members to be persons of integrity and</li> </ul>			

	<p>probity who have suitable and appropriate skills and experience</p> <ul style="list-style-type: none"><li>b. a duty to act in good faith at all times, with a general duty of care</li><li>c. a duty to act only in accordance within the powers afforded by the Constitution</li><li>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</li><li>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 fulfil its other obligations under its constitution, and to discharge any legal obligations to which it is subject</li><li>f. a duty to take all reasonable measures with the objective of ensuring that the financial position of the NPO is</li></ul>			
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	satisfactory and prudent for the purposes of the organisation's mission or objectives			
15	Duties and powers of the Chair or equivalent			
16	Duties and powers of the Secretary or equivalent			
17	Duties and powers of the Treasurer or equivalent			
18	Rules concerning frequency of, and proceedings at, meetings of board members, including provisions for quorum			