

Constitution

1. The name of our group for this simple constitution is *(insert name here)*.
2. The aim of the group is;
to support and promote healthy exercise for women, in particular those from South Asian communities.

To achieve this aim we will:

- *Provide women-only sports and healthy exercise sessions*
- *...Add other activities here...*
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3. Committee

The group will be administered and managed in accordance with this constitution by the members of the committee.

Anyone can apply to become a member of the committee.

The committee can co-opt members to fill any vacancies on the committee.

The election or removal of members of the committee may only be carried out at a meeting.

Members of the committee will be elected for a term of 3 years and are eligible for re-election thereafter.

A member of the committee can resign at any time if his/her resignation does not leave less than three members on the committee.

The committee will consist of Chair, Secretary, Treasurer, and any other roles as the committee decides from time to time.

4. Powers

In furtherance of these aims the committee has the power to;

- raise funds and invite and receive contributions to further its aims
- open a bank account
- take out insurance
- organise and run activities and events and to produce and distribute leaflets and other publicity materials
- acquire and manage goods and property
- employ staff
- co-operate with other charities, voluntary bodies and statutory authorities operating to further the aims and to exchange information and advice with them
- consult the public by arranging meetings and surveys
- do all such other lawful things that are necessary for the achievement of the aims.

5. Rule for Meetings

- The quorum at a meeting of the Committee shall be two-thirds of the full members entitled to vote.
- Unless otherwise specified in this Constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. In the event of a tie, the Chairperson has the casting vote.
- The minutes of the Committee Meetings shall contain a record of all proceedings, resolutions and decisions. These minutes should be available to the membership at all times.

6. Funds

All payments and instructions to the bank shall be signed by at least two members authorised by the committee to sign such documents.

No member of the committee shall receive any payment or financial benefit from the organisation, other than payment of reasonable out of pocket expenses.

The committee will be responsible for keeping financial records.

7. Changes

Alterations to this constitution can only be made at a meeting and must be agreed by at least 75% of those present and voting.

8. Transfer of Assets;

The committee may only gift the organisation's assets, on dissolution or otherwise, to a properly constituted body – ideally which exists for similar aims – and in any event which prohibits both the payment of remuneration to its governing body and the transfer of its assets to private individuals or commercial organisations.

Adopted by its members at a meeting held on _____ (date)

Name: _____ Signed: _____ (Chairperson)

Name: _____ Signed: _____ (Secretary)

Name: _____ Signed: _____ (Treasurer)