

SMALL CONSTITUTION

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**1. THE CHARITY'S NAME**

The charity's name is <<Fu

**2. THE CHARITY'S PURPOSES**

<<Description of purposes>

**3. TRUSTEES**

The charity shall be managed by trustees who are appointed at the Annual General Meeting (AGM)

**4. CARRYING OUT THE PURPOSES**

In order to carry out the charity's purposes, the trustees have the power to:

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

**5. MEMBERSHIP**

The charity shall have a number of members who support the work of the charity and are aged 18 or over, who may apply to become a member. Once accepted by the trustees, membership is for a period of 12 months and may be renewed. The trustees will keep an up-to-date register of members.

The trustees may remove a member if they believe it is in the best interests of the charity. The member must be heard by the trustees before the decision is made and can appeal to the Charity Commission if a friend.

**6. ANNUAL GENERAL MEETING**

- (1) An Annual General Meeting shall be held every year, with 14 days notice given to all members. The minutes of the meeting must be kept of the AGM. The agenda must include the following items: [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] [26] [27] [28] [29] [30] [31] [32] [33] [34] [35] [36] [37] [38] [39] [40] [41] [42] [43] [44] [45] [46] [47] [48] [49] [50] [51] [52] [53] [54] [55] [56] [57] [58] [59] [60] [61] [62] [63] [64] [65] [66] [67] [68] [69] [70] [71] [72] [73] [74] [75] [76] [77] [78] [79] [80] [81] [82] [83] [84] [85] [86] [87] [88] [89] [90] [91] [92] [93] [94] [95] [96] [97] [98] [99] [100]
- (2) There must be at least [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] [26] [27] [28] [29] [30] [31] [32] [33] [34] [35] [36] [37] [38] [39] [40] [41] [42] [43] [44] [45] [46] [47] [48] [49] [50] [51] [52] [53] [54] [55] [56] [57] [58] [59] [60] [61] [62] [63] [64] [65] [66] [67] [68] [69] [70] [71] [72] [73] [74] [75] [76] [77] [78] [79] [80] [81] [82] [83] [84] [85] [86] [87] [88] [89] [90] [91] [92] [93] [94] [95] [96] [97] [98] [99] [100] members present at the AGM.
- (3) Every member has the right to attend and speak at the AGM.

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- (4) The trustees shall p and accounts.
- (5) Any member may s stee.
- (6) Members shall elec ees to serve for the next year.  
They will retire at th nd for re-election.

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**7 TRUSTEES' MEETINGS**

- (1) Trustees must hold a meeting each year. At their first meeting after the AGM they will elect a chair and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes must be taken at every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the end of the year.
- (5) The trustees may make their own internal rules to help run the charity. These rules must not conflict with the constitution or the law.

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**8 MONEY AND PROPERTY**

- (1) Money and property must be used for the charity's purposes.
- (2) Trustees must keep proper accounts. Recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any property from the charity, except to refund reasonable costs.
- (4) Money must be held in a bank account. All cheques must be signed by 2 trustees.

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**9 GENERAL MEETINGS**

If the Trustees consider it is necessary to amend the constitution, or wind up the charity, they must call a General Meeting. The members can make the decision. Trustees must also call a General Meeting if there is a written request from the majority of members. All members must be given notice and told the reason for the meeting. All decisions require a majority vote. Minutes must be kept.

- (1) **Winding up** - any request to wind up the charity must be given to a charity trustee. The charity must be wound up in accordance with this one.
- (2) **Changes to the Constitution** - any change to the constitution must be made at AGMs or General Meetings. No change can be made if it would mean the organisation no longer a charity.
- (3) **General Meeting – to wind up the charity** - a request from a majority of members.
- (4) Trustees may also call a meeting to consult the membership.

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**10**     **SETTING UP THE CHARTER**

This constitution was adopted by the people whose signatures appear below. They are the trustees until the next AGM, which must be held by this date.

**Signed**

**Print**

**Address**

<<Signature>>

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