

# Constitution

**Suitable for small organisations with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.**

## 1: NAME

The Group's name is **The People's Community Group**

## 2: THE PURPOSES OF THE GROUP ARE

**To bring local people together** to participate in projects, share skills and resources, build relationships and improve community life.

**To promote activities and projects** which benefit the wider community, residents and visitors.

**To inspire, engage and empower local people** to create a better place for living by seeking to address local concerns with relevant local solutions.

**The Purposes of the Group are to be focused in Bolton.**

## 3: MANAGEMENT COMMITTEE

The group shall be managed by a Management Committee of members who are appointed at the Annual General Meeting (AGM) of **The People's Community Group**

## 4: CARRYING OUT THE PURPOSES

In order to carry out the purposes of **The People's Community Group**, the members of the Management Committee have the power to:

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

## 5: MEMBERSHIP

The Group shall have a membership. People who support the work and are 18 or over, can apply to the Management Committee to become a member. Once accepted by the Management Committee, membership lasts for 3 years and may be renewed. The Management Committee will keep an up-to-date membership list.

The Management Committee may remove a person's membership if they believe it is in the best interests of the Group. The member has the right to be heard by the Management Committee before the decision is made and can be accompanied by a friend.

## 6: 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.

(4) The Management Committee shall present the annual reports and accounts.

(5) Any member may stand for election to become a member of the Management Committee.

(6) Members shall elect between 3 and 10 members of the Management Committee to serve for the next year. They will retire at the next AGM but may stand for re-election.

## 7: MANAGEMENT COMMITTEE MEETINGS

(1) The Management Committee must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Members of the Management Committee may act by majority decision.

(2) At least 3 members of the Management Committee must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

(3) If members of the Management Committee have a conflict of interest they must declare it and leave the meeting while this matter is being discussed and decided.

(4) During the year the members of the Management Committee may appoint up to 2 additional members of the Management Committee. They will stand down at the next AGM.

(5) The Management Committee may make reasonable additional rules to help run the group. These rules must not conflict with this constitution or the law.

## 8: MONEY AND PROPERTY

- (1) Money and property must only be used for the Group's purposes.
- (2) The Management Committee must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Members of the Management Committee cannot receive any money from the Group, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the Group's bank account. All cheques must be signed by 2 members of the Management Committee.

## 9: GENERAL MEETINGS

If the members of the Management Committee consider it necessary to change the constitution, or wind up the Group, they must call a General Meeting so that the membership can make the decision. The Management Committee must also call a General Meeting if they receive a written request from the majority of the members. All members must be given 14 days notice and told the reason for the meeting. 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 similar group or charity with similar purposes to this one.
- (2) Changes to the constitution – can be made at the AGMs or General Meetings. No change can be made that would make the Group no longer a charity.
- (3) General Meeting can be called on written request from a majority of members.
- (4) The Management Committee may call a general meeting to consult the membership.

## 10: SETTING UP THE GROUP

This constitution was adopted on **18<sup>th</sup> August 2022** by the people whose signatures appear below. They are the first members of the Group and will be the Management Committee until the AGM, which must be held within one year of this date.

Signed Name and address

Chairperson	
Treasurer	
Secretary	