

Example CAG Constitution

Name of the Organisation:

Aims and Objectives or Statement of purpose:

This will describe what you want to do as part of your group. Aims are statements of intent. They are usually written in broad terms. They set out what you hope to achieve. Objectives, on the other hand, should be specific statements that define measurable outcomes and what steps will be taken to achieve the desired outcome.

E.g.:

Aim: To raise awareness of food waste issues

Objective: Host regular food waste café events

Membership:

This will describe who the group is open to and your membership structure.

E.g.:

Member registration

Residents can become a member of the group by notifying the secretary. Residents of nearby streets/villages who are interested in the activities of the group can apply for membership.

Decisions on membership will be taken at any group meeting by consensus. [If applicable]

There is no subscription for joining. The secretary or treasurer will keep a record of members.

Ceasing to be a member

Members may resign at any time in writing to the secretary. [If applicable] Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned. As per our equality opportunities policy (see below), offensive behaviour will not be tolerated and members may be removed at the discretion of the management committee.

Equal Opportunities

This sets out how your group will safeguard and promote equality in your work. It's recommended that your group develops a comprehensive policy in line with this. See CAG's template [Equal Opportunities Policy Template](#) for further guidance.

Eg. The group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee before a final decision is made.

Meetings:

Below is an outline of the types of meetings the group will engage with. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

1. Annual General Meeting

This will describe the general functions of the AGM and SGM, as well as the timings and process. E.g.:

General functions of the AGM:

The AGM will review the group's finances, authorise the scope of proposed activities, elect officers, and address any other issue brought forward by a member. Any member may table a motion or resolution by giving it to the secretary before the meeting.

Timing and process of AGM:

An annual general meeting (AGM) will be held once a year usually after the accounts for the previous financial year are available.

The secretary will call the meeting at least 21 days before the date of the meeting by distributing an announcement to all members and posting a notice within the community to attract new members.

Three members will form a quorum (the minimum number of people needed at the meeting in order to make decisions). The chair of the organisation or a member authorised by the chair will conduct the meeting.

2. Special General Meeting (SGM):

A special general meeting may be called at the request of any member with the agreement of an officer. A special general meeting can perform the same functions as an AGM. The secretary will inform all members of a special general meeting at least one week before it takes place.

3. General Meetings

This will describe how frequently your regular meetings will be held, as well as the format, structure and decision making processes:

E.g.:

Members meetings will be held as necessary, normally monthly, to decide the objectives of the Group, to direct its work and delegate actions and activities. Decisions will normally be taken by consensus but, if considered necessary by the meeting, by majority vote.

4. Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

Officers of the organisation:

This will describe the roles and responsibilities within the group. E.g.:

The officers of the group will be a chairperson, secretary, and treasurer. Officer's will carry out the following duties:

- *Chair, who shall chair both general and committee meetings*
- *Secretary, who shall be responsible for the taking of minutes and the distribution of all papers*
- *Membership secretary, who shall be responsible for keeping records of members*
- *Treasurer who shall be responsible for maintaining accounts*

Officers will be elected at an annual general meeting for one year, with no limit on the number of times that they can be re-elected. Officers will not be paid. Officers may be removed by a decision taken by a special general meeting or AGM if they do not attend meetings or carry out their duties for four months. Officers may leave at any time by notifying a members' meeting and the vacancies will be filled at a special general meeting or AGM. Officers' powers and responsibilities will be defined by members at an AGM.*

*The group will have one 'nominee' to formally be a member of The Community Action Groups Project Oxfordshire (or 'CAG Oxfordshire', a community benefit society)**. The nominee will participate in the general meetings of CAG Oxfordshire and vote on behalf of the group. Only the group nominee can stand for election on the board of CAG Oxfordshire. The chairperson will normally act as the nominee from the group, though the group may decide in a general meeting to pass this role onto another officer. To change the nominee the chairperson should contact The CAG Oxfordshire staff team.*

*Please note: If the group decides to hire paid staff the structure would need to be changed to accommodate this and the constitution be rewritten.

** Please speak to The CAG Oxfordshire staff team if you have any questions about this.

Finance:

This will describe the financial management arrangements for the group.E.g.:

The Treasurer will keep the group's financial accounts and records, prepare annual accounts, and control expenditure. The Treasurer will be responsible for setting up and managing the group's bank accounts, and will approve signature of cheques (two signatures from among three specified officers, who will normally be the chairperson, the secretary and the treasurer; signatories must not be related). Where a debit card/s is/are held, the card must be kept secure by the officer named on the card and oversight of the use of this card will be the responsibility of the treasurer. The treasurer is also responsible for providing annual accounts to CAG Oxfordshire every April and keeping an audit trail of receipts.

Members may through a decision at an annual general meeting or a special general meeting, make provision for the accounts to be independently examined or audited, and to appoint a person authorised to do this and may decide to dismiss that person. Officers and members of the group may not act as the independent examiner, but a CAG officer may be approached to fulfil the role.

Changing the constitution:

This will describe the process for changing the constitution including approvals.E.g.:

The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated by the secretary at least one week before the meeting. The decision will normally be taken by consensus, unless the members decide that a majority vote should be used. Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to some quite different purpose. A draft of the new constitution will be placed on the local notice board and sent out via e-mail for viewing by members. Comments can then be made by a date decided at the meeting. Any changes to the constitution will be made in negotiation with a CAG officer. CAG officers will be informed of any changes made.

Termination of group:

This describes the process through which the group may disband.E.g.:

A decision to wind up the group can be taken by an AGM or an SGM and in consultation with the CAG Project. The members will transfer any assets of the organisation to an organisation with similar aims and objectives.

This constitution was adopted on: [Date]					
Signed		Position		Date	
Signed		Position		Date	
Signed		Position		Date	

CAG Oxfordshire would like to acknowledge the Resource Centre's guidance on [writing a constitution](#), which informs this template and is also a useful resource for CAG groups wanting to learn more.