

Template Constitution

Name The name of the organisation shall be

Vision statement

Not for profit group.....(insert as applicable)

The Aims of the committee are as follows

- 1.
- 2
- 3
- 4
- 5
- 6
- 7

Membership

- (a) The Membership is open to people living / working in (xx geographic area, eg xx and hinterland including townlands of xxx) and, are interested in the area of community and voluntary activities
- (b) The board of management shall consist of at least ????? members with a maximum of ????
- (c) Membership shall be made up of a representative of xx,
- (d) If a member misses three consecutive meetings without an apology then the member will be deemed no longer a member of the group
- (e) New members may be brought on to the committee at any stage, but must be proposed and seconded by existing committee members,
- (f) Members will be required to abide by the ground rules of the group and be committed to and promote its aims and values, if committee members do not adhere they will be deemed no longer a member of the group.

Meetings

- (a) No decisions can be made at management committee meetings where a quorum is not present, one third plus? one make up the quorum
- (b) A minimum of ??? management committee meetings will be held each year including the Annual General Meeting.

Officers

- (a) The key officers positions on the committee will consist of Chairperson, Secretary, and Treasurer.
- (b) Additional officers may be elected as required by the committee

Annual General Meetings

- (a) The committee will hold an open AGM each year,
- (b) Notice will be given at least 4 weeks in advance in writing, which will include the time date and venue of the AGM
- (c) One third of the committee will step down at each AGM, but may be re-elected.
- (d) The maximum length of time that any member can stay on the committee will be 4 years but will be allowed back after an absence of 2 years.
- (d) All officers who have served for two consecutive years may not be re-elected into

the same office.

- (e) Reporting on finances of the previous year(s).

Sub-groups (if necessary)

- (a) A Finance sub group xx Sub-group shall be set up by the Management committee. These sub-groups will operate out of a terms of reference agreed by the committee.
- (b) Sub-groups can consist of membership outside of the management committee, but will always be chaired by a management member.
- (c) Each sub group will provide a report to the committee at each meeting.

The committee as required may set up other sub-groups

Signed By _____

Date _____