



SIMPLIFIED VERSION OF CONSTITUTION - ESSENTIAL ELEMENTS

1. NAME

Official name of the charity in full

2. OBJECTS

This section sets out why your organisation exists

- (a) What you aim to do in broad terms
- (b) Who will benefit/receive your service
- (c) Which geographical area you will cover

3. POWERS

This section sets out what your organisation is allowed to do

4. MEMBERSHIP

This section sets down conditions for membership of your organisation and members voting rights

5. HONORARY OFFICERS

This section sets out how honorary officers will be appointed/elected and may specify how long they will serve. Sometimes this section is included within the Executive or Management Committee section.

6. EXECUTIVE COMMITTEE or MANAGEMENT COMMITTEE or BOARD OF TRUSTEES or BOARD OF DIRECTORS

This section sets out how the governing body of the charity is set up, including electing charity trustees, co-opting charity trustees, voting at trustees meetings, arrangements and proceedings for those meetings, setting up sub-committees. It may include a section clarifying the position regarding personal benefits to trustees or this may be a separate section.

7. MEETINGS OF THE ASSOCIATION

This section sets out arrangements and procedures for meetings of the membership (eg Annual General meetings and Special General meetings).

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8. FINANCE

This section lays down rules for managing money, keeping of the organisation's accounts and control of the bank account. Sometimes this section includes rules for holding property, and reminders of the charity's obligations to prepare and send to the Charity Commission an Annual Report and Annual Return if they are required and are not listed separately.

9. ALTERATIONS TO THE CONSTITUTION

This section lays down the procedure for making alterations to the governing document.

10. DISSOLUTION

This section sets down the procedure to be followed if your organisation is to be wound up, including what to do with any money or other resources.