

CVS Stirling - Writing your Constitution



Name

What is the name of your group?

Aims and Objectives

What are the aims of your group?

(What does it hope to achieve? Why does it exist?)

Powers

What does your group do in order to achieve its aims?

(What are the group's main activities?)

Membership

Who can join your group?

Do they have to pay a membership fee?

(If you are unsure, or this may change, you could state that 'membership may be charged').

Do you keep a register of members?

Management Committee and Office Bearers

Who makes up your management committee?

(What Office Bearers are there in the committee? How many people altogether? Do you have a minimum and maximum number of people?)

How long do they serve on the committee?

(Are they re-elected each year?)

How are they elected?

How often do they meet?

How many people have to come along so that the meeting can go ahead?

(*Quorum* – usually a proportion of the members, such as one half or two thirds)

Finance

What is the organisation's money or property used for?

How do you keep a record of your finances?

(Do you keep accounts? Is someone other than the treasurer appointed to check them?)

Where do you keep your money?

(Do you have a bank account? Who can sign withdrawals or cheques?)

Constitutional Amendments

What happens if you want to change something in your constitution?

Dissolution

What happens if the organisation ceases to exist?

(How do you decide to dissolve? What happens to any remaining assets?)