

A simple Constitution for a group or association

The Executive Committee (the Executive) is the group of people that are responsible for the running of your organisation.

You will need a simple Constitution to apply for grants and open a bank account. The Constitution sets out what you will do and how you will do it and is an important document. Your Constitution should state the following:

1. Aims of the organisation,
2. What the organisation plans to do
3. How you will deliver the plans you have
4. Terms of Office for committee members
5. How you will structure yourselves e.g. committee, sub-committees etc
6. Who the members are
7. How you will finance your organisation
8. What you will do if your organisation must close

The draft Constitution below is only a suggestion. Adjust it to suit your needs but you should ask someone to check that your Constitution meets all the latest requirements, which can change over the years.

Draft Constitution

Name

The Group shall be called **THE FIFTY PLUS BRIGADE** (the Group).

Aims

The aims of the Group shall be:

- to encourage and provide access for people over the age of 50 to engage in stimulating creative, social, leisure, educational and health-promoting activities;
- to encourage the sharing and development of talents, to learn new skills and provide training for members; and
- to help people who might become isolated to enjoy creative activity and to encourage people to develop activities that they can sustain collectively and individually.

Objectives

The objectives and activities of the Group shall be:

- to meet regularly for creative and social activities at a place accessible to all members;
- to make adequate transport arrangements for all members;

- to agree and implement a programme of activities of interest to all members;
- to invite external artists and other creative people to develop the skills of members;
- to gain access to equipment and materials that are needed to implement the activities; and
- to engage in social activity alongside other stimulating activities.

Members

The first members of the Group are those people named below, who have agreed to become members. Anyone over the age of 50 and living within, or close to, the parish of **Tír na nÓg** may become a member of the Group, subject to approval by a simple majority of those attending the meeting at which the application is made.

Annual Meeting

- a. There shall be an Annual General Meeting (AGM) in each calendar year. A minimum of 21-days' notice shall be given for the AGM.
- b. The meeting will only go ahead if one-third of the members attend the AGM.
- c. The annual meeting shall:
 - approve the annual accounts, or statement of income and expenditure;
 - receive a report on the year's activities;
 - appoint an accounts auditor or bookkeeper;
 - approve the signatories for the bank account;
 - elect a Chair, Treasurer and Secretary for the year;
 - elect an executive committee (the Executive) to manage the business of the Group between AGMs';
 - set the annual subscription for the coming year; and
 - decide any other business.
- d. Decisions at the AGM shall be made by a simple majority of those attending with each member having one vote. In the event of a tie the Chair shall have the casting vote.

Minutes

The Group shall keep minutes of meetings to include:

- Names of the Executive present at each meeting of the Executive and of any sub-committee of the Executive
- All resolutions and proceedings at all meetings of the Executive and sub-committees of the Executive

Finance

- a. The Group may raise funds as necessary to fulfil its aims.

- b. The Group shall open a bank account in the name of **THE FIFTY PLUS BRIGADE**
- c. The Group shall decide at the AGM who shall be the approved signatories and two approved signatures, one being the Treasurer, shall be required for any withdrawal or any financial transaction.
- d. The Treasurer will provide an update on the Group's finances to each meeting of the Executive

Dissolution

The Group may be dissolved in the following manner:

- By any member calling an Extraordinary Annual General Meeting (EGM).
- A minimum of 14-days' notice will be given for an EGM
- The meeting will only go ahead if one-third of the members attend the EGM.
- Decisions at the EGM shall be made by a simple majority of those attending with each member having one vote. In the event of a tie the Chair shall have the casting vote.
- Any surplus of funds at the time of dissolution shall be distributed to other properly constituted groups or organisations in the **Tír na nÓg** area with similar aims. If no such similar group or organisation exists, the surplus of funds will be given to a local charity to be determined by a simple majority of the members at the EGM with the Chair having the casting vote in the event of a tie.

Date

This Constitution was adopted by the first members on **DATE**

Signed on behalf of the members by:

Chairperson

Name: (block capitals) _____

Signature: _____

Date: _____

Secretary

Name: (block capitals) _____

Signature: _____

Date: _____

List of First Members:

