## Template

# Community led-housing - Constitution

| Name of group |  |
| --- | --- |
| Group aims and objectives |  |
| Who can join the group? |  |
| How can people join the group? |  |
| Are there membership fees - if so how much? |  |
| How can someone stop being a member? |  |

## Code of conduct (What kinds of behaviour will or will not be tolerated):

|  |
| --- |

## Equal opportunities statement:

|  |
| --- |

## Officers and committee:

| Roles in the organisation: |  |
| --- | --- |
| How people will be elected: |  |
| How members can stand down or be removed: |  |

## Meetings, rules and procedures:

| When and where: |  |
| --- | --- |
| Annual General Meetings (AGM): | Ie: date, location, advertisement, main business |
| Methods of group communication: |  |
| How will the agenda be set? |  |
| Voting process: |  |
| Special general meetings | Ie: how to call a meeting in an emergency - under what circumstances? |

## Finances:

Group account bank:

Treasurer (responsible for regularly updating the group on the financial situation):

How many signatories are needed (at least 2)? Names of signatories:

How will funds be raised?

## Change to the constitution:

The constitution will be reviewed and agreed at the AGM.

What will be the process for changing the constitution?

How many members must agree to adopt a change?

## Dissolution of the group

How, when and why the group can be dissolved:

How will assets be disposed of:

## Declaration:

## Signed by:

At least 2 elected officers (if not all members) signed and dated with names and positions.