

Model Constitution

For community groups, social clubs, etc.



If you'd like to use this constitution for your community group, you need to edit the template to suit your needs. You'll see there's some text in red – you need to replace this with your own information; and some text in blue. Blue text needs to stay if you'd like your group to be recognised by Origin, and can be deleted if not. In most cases, recognition from Origin carries no special status – but it's often useful if you want to work with us on something like estate gardening, or receive community grants.

You'll need to get the constitution adopted at a General Meeting, so it's a good idea to get some people from your group to help you complete it, that way you'll all be on the same page.

Finally – if you're starting a Residents Association, you'll need the Residents Association constitution, not this one.

Group Name and Aims

Name of group: Change this to the name that your group will be known by. Pick something unique, descriptive, and easy to understand. For example: *'Regal Road Gardening Group'*.

Area of operation: This is the area that will be the main focus of your group's activity, for example a housing scheme or local authority area. It's often useful to be quite specific here, for example: *'Regal Road estate, defined as: Regal Road, Royal Road, Palace Place, Queens House and Kings House – Watford, Hertfordshire'*.

Aims of the group: This is where you need to summarise what the group will do. You can be as general or specific as you like. Things like: *'To improve the appearance of the Regal Road estate'*, *'To increase food growing on the Regal Road estate'*, *'To educate residents about food sustainability issues'*.

Membership

Scope: Here you need to define who's able to join your group. It could be all the residents of a housing scheme or estate, everyone that lives in a geographical area, etc. Examples might be: *'All residents of the Regal Road estate'*, *'Anyone aged 12-18 in the Borough of Barnet'*, *'Anyone with an interest in the history of Somers Town'*.

Member or Household: Choose how votes should be distributed. If you choose member (this is should suit most groups), everyone will get to vote. If you go for household, two or more people living at the same address will only have one vote between them.

Finances

Number of signatories: Change this to the number of people who a) opened (or will open) your bank account, and b) will or do need to sign cheques. If you're not sure about this, check out our guide to opening community bank accounts.

Audit period: If you're keeping the blue section about account auditing, you'll need to change this to the frequency of the audit – usually every year.

Checklist

Red text for customising

Name of the group x2
Area of operation
Scope of membership
Member or household voting
Number of signatories to open bank account
Number of signatories to sign cheques
Audit period (if recognised by Origin)
Location and date of meeting where the constitution was adopted.

Blue text for optional recognition

Annual general meetings
Monitoring and auditing of accounts
Proposed changes to the constitution
De-recognition by Origin
Counter-signatory