



Why Don't We...

Constitution of an Unincorporated Association

1.0 Name.

The name of the association shall be 'Why Don't We...' hereby referred to as the 'group'.

2.0 Area of Interest

Bradford and surrounding areas

3.0 Purpose

To further education through the provision of a range of creative opportunities, training in new skills and the development of artistic talents for people with disabilities

4.0 Powers

In order to achieve its aim the Group may:

- 4.1 Raise funds, receive grants and donations
- 4.2 Apply funds to carry out the work of the group
- 4.2 Open bank accounts
- 4.3 Organise events
- 4.4 Work with similar Groups and exchange information and advice with them
- 4.5 do anything, which is lawful and necessary to achieve the purposes

5.0 Membership.

- 5.1 Membership of the Group shall be open to any individual over eighteen with committee agreement without regards to ability, disability, political or religious affiliation, race, sex or sexual orientation who support the work of the group. Application for membership will be made on a group membership form.
- 5.2 Organisations supporting the work of the group who have an active interest in furthering the objects of the group with representatives aged 18 or over, can also apply to become a member. Each Member Organisation will appoint its representative to the association under its own discretion; once determined, this representative should continue to represent the organisation at all meetings associated with the group; more than one representative per organisation may be present during meetings
- 5.3 Each member and each member organisation is eligible to vote. Each member and/or organisation has one vote only
- 5.4 The management committee may remove a person's membership if they believe it to be in the best interests of the group. The member has the right to be heard by the management committee before the decision is made and can be accompanied by a friend.

6.0 Management

6.1 The Group shall be administered by a Management Committee of not less than 3 and not more than 10 individuals drawn from the membership and elected at the Group's Annual General Meeting (A.G.M.), this will include the following Officers:

6.1.1 Chair, Vice Chair [Optional], Secretary and Treasurer

6.2 The Management Committee shall meet at least 4 times a year.

6.3 At least three Management Committee members must be present for a Management Committee meeting to take place. 3 days notice must be given

6.4 Decisions will be made by a simple majority. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chair shall have a casting vote.

6.5 The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded

6.6 If the management committee have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided

6.7 The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group

7.0 The Duties of the Officers.

7.1 The duties of the Chairperson/ Vice Chair shall be to:

7.1.1 chair meetings of the Committee and the Group

7.1.2 represent the Group at functions/meetings that the Group has been invited to and

7.1.3 act as the spokesperson of the Group when necessary.

7.2 The duties of the Secretary shall be to:

7.2.1 keep a membership list

7.2.2 prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group

7.2.3 take and keep minutes of all meetings and

7.2.4 collect and circulate any relevant information within the Group.

7.3 The duties of the Treasurer shall be to:

7.3.1 supervise the financial affairs of the Group and

7.3.2 keep proper accounts that show all monies received and paid out by the Group.



8.0 Finance.

- 8.1 All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose
- 8.2 Any bank accounts opened for the Group shall be in the name of the Group. All monies will be held in the group bank account.
- Any cheques issued shall be signed by any two of the three nominated members of the Management Committee who are not related or live reside at the same address.
 - The management committee cannot receive any money or property from the group except to refund reasonable out of pocket expenses.
- 8.5 The Group shall ensure that its accounts are independently examined every year.

9.0 Annual General Meeting.

- 9.1 The Group shall hold an Annual General Meeting (A.G.M.) within 15 month of adopting this constitution and therein within 15 month of that AGM
- 9.2 All members shall be given 14 days notice
- 9.3 The business of the A.G.M. shall include:
- 9.3.1 the election of a Management Committee
 - 9.3.1 receiving a report from the Chairperson on the Group's activities over the year
 - 9.3.2 receiving a report from the Treasurer on the finances of the Group
 - 9.3.3 considering any other matter as may be decided.
 - 9.3.4 At least 5 members or 25% of the total membership, whichever is the greatest must be present for the Annual General Meeting and any other General Meeting to take place.

10.0 General Meetings.

If the management committee consider it is necessary to change the constitution, or wind up the group, they must call a General Meeting so that the membership can make the decision. The management committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- 10.1 Dissolution - The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to a charity or organisation with purpose similar to this one and agreed by the committee.
- 10.2 Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would change the groups purpose.
- 10.3 General Meeting - called on written request from a majority of members.
- 10.4 The management committee may also call a General Meeting to consult the membership

11.0 Adoption of the Constitution.

Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.