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| * **This is a very simple set of rules or “constitution” for a small not-for-profit community group. It should be used only by groups which have been awarded a small National Lottery grant as part of the West Midlands Mayor’s Community Weekend.**
* **These rules will help the members run the group, make decisions about their Community Weekend event and manage any money given to the group.**
* **These rules are a simple starting point for a community group. If the group continues after the Community Weekend, please get legal advice to develop a fuller constitution.**
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1. Our group has come together to organise an event to celebrate community diversity as part of the West Midlands Mayor’s Community Weekend on 29/30 June 2019.
2. The members of the group are listed on the next page. New members can join the group if we all agree. All the members agree to follow these rules.
3. We will make decisions as a group in this way:
* the group will normally make decisions at a meeting of all the members
* a meeting can only take place if at least half the members attend. If there are only two members, both must attend the meeting.
* decisions must be agreed by over half of members who attend the meeting
* if we don’t have time for a meeting, we can also make decisions by every member agreeing in writing or by email
1. We will use any money or grants given to the group to organise our Community Weekend event for the benefit of our community and to help pay the costs of setting up and running our group. We will only spend the money on things we have decided on as a group.
2. We are all responsible for the group’s money, any prepaid cards given to the group and anything we buy for the group. We are all responsible for any debts incurred by the group and for any contracts made by the group.
3. We will put one person in charge of spending the money once we’ve all agreed. They will keep a list of the spending, and any receipts we get for the things we buy. Contracts must be approved by the group first and signed by at least two members.
4. We won’t keep the group’s money for ourselves or pay ourselves for running the group (apart for out of pocket costs such as refreshments).
5. We won’t spend the group’s money with companies or people a member is closely involved with (this is known as a ‘*conflict of interest’*) unless the group has decided that’s ok first. This would include a member’s wife/husband, civil partner, children or grandparent.
6. The group will cease to exist after the Community Weekend.
7. **Members of the group**

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| **Name 1** |  | **Name 2** |  |
| **Address** |  | **Address** |  |
| **Signed** |  | **Signed** |  |
| **Name 3** |  | **Name 4** |  |
| **Address** |  | **Address** |  |
| **Signed** |  | **Signed** |  |
| **Name 5** |  | **Name 6** |  |
| **Address** |  | **Address** |  |
| **Signed** |  | **Signed** |  |
| **Name 7** |  | **Name 8** |  |
| **Address** |  | **Address** |  |
| **Signed** |  | **Signed** |  |