

## West Midlands Mayor's Community Weekend 2020: Small Community Groups

- This is a very simple set of rules or “constitution” for a 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 set out processes to help the members run the group, make decisions about their Community Weekend event, activity or item and manage any money given to the group.
- These rules are a simple starting point for a community group and should be read carefully to check they will work for your group. They are not a substitute for legal advice. If your group continues after the Community Weekend, please get legal advice to develop a fuller constitution.
- In a very large group, the members may be the decision makers / organising committee and other attendees would not need to sign this constitution if they are not involved in decisions of the group. Each group is different, it is up to your group who is a member.

1. Our group has come together for an event, activity or purchase our item, and to bring people together as part of the West Midlands Mayor's Community Weekend on 4 and 5 July 2020.
2. The members of the group are listed on the next page. New members can join the group. 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 including by email
4. We will use any money or grants given to the group to organise our Community Weekend event, activity or purchase our item 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.
5. 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.
6. 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.
7. 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).
8. 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.

This constituted group will cease to exist after the Community Weekend, activity or purchase has been completed. Our group may continue without a constitution.

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9. **Members of the group**

<b>Name 1</b>		<b>Name 2</b>	
<b>Address</b>		<b>Address</b>	
<b>Signed</b>		<b>Signed</b>	
<b>Name 3</b>		<b>Name 4</b>	
<b>Address</b>		<b>Address</b>	
<b>Signed</b>		<b>Signed</b>	
<b>Name 5</b>		<b>Name 6</b>	
<b>Address</b>		<b>Address</b>	
<b>Signed</b>		<b>Signed</b>	
<b>Name 7</b>		<b>Name 8</b>	
<b>Address</b>		<b>Address</b>	
<b>Signed</b>		<b>Signed</b>	