

GROUP AGREEMENT / CONSTITUTION TEMPLATE

Overview and How to Use This Template

This document is a template Group Agreement or Constitution for unincorporated groups, mutual aid groups, and community projects fiscally hosted by The Social Change Nest CIC (SCN).

What is a Constitution?

A constitution is a written agreement that explains how your group works. It is sometimes called a governing document, and we refer to it here as a Group Agreement.

Having a constitution does not mean you are a registered incorporated organisation (like a charity or a company). It just means you've agreed and written down some basics about how you'll run the Group.

Why might a constitution be helpful?

It helps your Group run smoothly by setting out:

- How decisions are made
- How leaders are chosen
- Who does what (for example, a small committee chosen to lead on certain tasks)
- What to do if people disagree

It also helps make sure that the group belongs to its members - not just the people who started it.

How to Use This Template

This template is designed to be simple and flexible. Most groups can complete it together without any specialist help.

Step 1: Draft

- Copy the template below.
- Fill in the sections in [Square Brackets].
- Decide on your purpose and aims (sometimes known as "objects")
- Add your own branding if you have it.

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Step 2: Agree

- Hold a meeting with the people who want to set up the group.
- Read through the draft together and make sure everyone understands it.

Step 3: Adopt

- Once you've agreed, founding members should sign and date the document.

Step 4: Keep it safe

- Scan the signed copy. This is your "original."
- You will need to share a digital copy with The Social Change Nest. Funders or other organisations you work with might also ask for a copy.

Further Guidance and Resources

If you need more support, these resources may be useful:

- [The Resource Centre](#): Simple, plain-English guidance for small groups.
- [Voluntary Impact](#): Guidance on starting a group and writing a constitution.
- [GOV.UK \(Charity Commission\)](#): If you plan to become a registered charity in the future, look at their "Model Constitution (GD3)". This can also be adopted by an unincorporated group.

Support

If you'd like help with this template, contact The Social Change Nest at hello@thesocialchangenest.org.

[TEMPLATE] Group Agreement of [INSERT NAME OF GROUP]

1. Our Name

Our group is called: [Insert Name]

In this document, we call it "the Group".

2. Our Purpose

We exist to: [your purpose]. In particular to:

- [Insert Aim 1, e.g. Provide a support network for local residents in X area]
- [Insert Aim 2, e.g. Organise community events to promote social cohesion]
- [Insert Aim 3, e.g. Raise funds to support these activities]

3. What we do

To work towards our purpose, we can:

- [E.g. Raise funds and receive grants and donation]
- [E.g. Run courses, events, and activities]
- [E.g. Work with other groups and charities]
- [E.g. Do anything legal that supports our purpose.]

4. Membership

- Anyone aged [e.g. 16+] who supports our purpose can join.
- We will keep a simple list of members.
- If someone behaves in a way that seriously harms the group, membership can be ended - but only after they've had a chance to explain their side. This means membership is open, but we can protect the group if needed.

5. Who helps run the group ([TEAM NAME - e.g. Core Team])

- The group is run day-to-day by a [Team Name] chosen by members.
- The [Team Name] shall consist of at least [e.g. 3 members].
- The [Team Name] includes these roles:
 - [E.g. Chair]: helps run meetings and keep things moving
 - [E.g. Secretary]: keeps notes of decisions and looks after key documents
 - [E.g. Treasurer]: keeps track of money and reports back to members

- The Core Team can ask other members to help with specific tasks, or set up small working groups.

6. Meetings

- **[TEAM NAME - e.g. Core Team] Meetings:** The [Team Name] will meet at least [e.g. 3] times a year to plan and make sure the group is running well.
- **Members Meeting (Annual Meeting):** We will hold a meeting for all members at least once every [e.g. 15 months]. At least [e.g. 14 days] notice will be given to all members.
 - At this meeting, we will discuss:
 - [E.g. choosing people for the [Team Name], leader, and/or other roles;]
 - [E.g. Planning group activities]
 - [E.g. Money]
- **Extra Members' Meetings:** Extra members' meetings can be called by [Team Name] or if [e.g. 5] members ask for one in writing. At least [e.g. 14 days] notice will be given.

7. How we make decisions

- **What decisions can be made by whom:**
 - [Team Name] can make decisions about:
 - [E.g. strategic or operational decisions - detail exactly what sorts of things these would include]
 - Members can make decisions at Members' Meetings about:
 - [E.g. strategic or operational decisions - detail exactly what sorts of things these would include]
- **Making decisions:**
 - We can only make decisions at [Team Name] meetings if at least [e.g. 3] [Team Name] members are there. (This minimum number is called a "quorum").
 - We can only make decisions at Members Meetings if at least [e.g. 50%] of members are there. (This minimum number is called a "quorum").
- **Voting:**
 - Decisions are made by [decision-making model, e.g. majority, consensus, consent].
 - If the vote is tied, [how will you decide what happens? E.g. will the [Team Name] have the final say? Will a decision not go through unless it has got approval via your voting method].

8. Conflicts of Interest:

- We must make decisions for the group - not personal benefit.
- When a decision is being made, if a member could personally benefit from a decision (e.g. being paid for work, or a contract involving them or someone close to them):
 - They must tell the group immediately.

- They cannot vote on that decision
- They may be asked to step out while it's discussed

9. Money and Finance

- Any money we receive must only be used for the Group's purpose.
- We will keep clear records of money in and money out.
- **If we use a Fiscal Host**
 - The Group's funds may be held by [name of fiscal host, and details of their relationship with the group. E.g. The Social Change Nest CIC, acting as an agent on the Group's behalf.]
 - The Committee shall authorise specific members ("Authorised Individuals") to instruct the Fiscal Host on decisions and payments to be made on behalf of the Group.
 - The Group will follow the terms of any Service Agreement we have with the Fiscal Host.

10. Changing This Agreement

This agreement can be changed if members vote for the change at Members' Meetings, following the decision-making process outlined in section 7.

11. Closing the Group

- The Group can be closed if members vote to close it at a members' meeting.
- If any money or assets are left after the Group has been closed and all outstanding debts or payments have been made, the remaining money will [e.g. be given to another group or charity with similar aims].

12. Adoption

Adopted on: **[Date]**

Signed by [e.g. Members, [Team Name] Members]:

Name	Role (e.g. Chair)	Signature
1.		
2.		

3.		
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