

## Small Society Lotteries Model Constitution

### 1.0 Name of Society

1.1 The name of the Society is \_\_\_\_\_  
and is referred to in this constitution as “the Society”.

1.2 The address of the Society is \_\_\_\_\_

### 2.0 Aims of the Society

2.1 i) The aims of the Society are to

---

---

---

---

ii) by:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

### 3.0 Powers

3.1 To further its aims, the Society has the following powers:

a)

b)

c)

d)

### 4.0 Committee membership

4.1 The committee shall consist of up to \_\_\_\_\_ members;

4.2 The committee shall consist of a Chair, a Treasurer and a Secretary  
\_\_\_\_\_;

4.3 The committee shall consist of not less than \_\_\_\_\_ nor more than  
\_\_\_\_\_ other elected members and \_\_\_\_\_ co-opted members;

4.4 All members will have full voting rights in the decision-making process;

4.5 The quorum for meetings will be \_\_\_\_\_ members.

**5.0 Meetings**

- 5.1 The committee shall meet at least \_\_\_\_\_ times per year or more frequently as may be required;
- 5.2 An annual general meeting shall be held every year and the date publicised to all members;
- 5.3 All committee officers shall be elected annually at the annual general meeting;
- 5.4 Voting shall be by majority of those committee members present. The Chair shall have the casting vote.

**6.0 Finance and Accounts**

- 6.1 We confirm the following statement is true:
  - a) Proper and correct accounts to be maintained
  - or
  - b) The committee shall ensure that the Society complies with the requirements of the Charities Act as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity commission of:
    - Annual reports;
    - Annual returns; and
    - Annual statements of account.
- 6.2 Annual accounts to be produced by the Treasurer;
- 6.3 Annual accounts to be examined independently every year and the appropriate audit certificate obtained.
- 6.4 The Society may open one or more bank accounts. All bank accounts shall be in the name of the Society.
- 6.5 Cheques and orders from these accounts shall require to be signed by two designated persons. Signatories to be decided by the committee.

**7.0 Minutes**

- 7.1 The committee will keep minutes of all proceedings at meetings of the Society and of the committee.

**8.0 Signatures**

8.1 Signed on behalf of Society by Chairman:

<b>Signature:</b>	
<b>Printed Name:</b>	
<b>Date:</b>	

## Guidance Notes

- 1.1 Enter the name of the Society
- 1.2 Enter the address of the Society
- 2.1
  - i) Enter the aims of the Society.
  - ii) Enter how the aims of the Society will be promoted.
- 3.1 Enter the Society's powers as appropriate.  
For instance:
  - a) *i.e. raise money to pay for the Society's activities;*
  - b) *i.e. to make payments, borrow money, hire or acquire assets, etc;*
  - c) *i.e. to employ such paid staff, agents and advisors (who shall not be members of the Committee) as may be required from time to time;*
  - d) to do any other lawful things which are necessary or desirable to enable the Society to achieve its aims. *[it is suggested this aim remains and is not deleted]*
- 4.1 Enter the number of members
- 4.2 Add other "officers" if appropriate
- 4.3 Enter the number of members, and the number of co-opted members if such members exist.
- 4.4 Amend or delete as appropriate
- 4.5 Enter the number of members
- 5.1 Enter the number of occasions
- 6.1 You must choose which statement is true, and delete as appropriate. If neither is acceptable you can write the statement as an attached to the Constitution or after 7.1.