



Constitution

Christian Vegetarian Association UK

(Christian Vegetarian Association of the United Kingdom)

Christian Vegetarian Association UK
Foresta
Pines Road
Liphook
GU30 7PL

Tel: 01428 723747

Email: dongwil@uk2.net

Web Site: <http://www.christianvegetarian.co.uk>

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The Christian Vegetarian Association UK

Draft Constitution

I In anticipation of possible Charity Commission (CC) registration at some later date, this document is based on the following Charity Commission model governing document (see Note page 8):
N.B. the least formal document acceptable to the CC.

Model Constitution for a Charitable Unincorporated Association (GD3).

A copy of the above constitution is available on request, or download from the Charity Commission website: <http://www.charity-commission.gov.uk/>

Constitution.

Adopted on theday of20.....

A. Name.

Christian Vegetarian Association UK (Christian Vegetarian Association of the United Kingdom).

B. Administration.

Subject to the matters set out below the charity and its equipment shall be administered and managed in accordance with this constitution and 'Code of Practice' (available on request) by the members of the Management committee, constituted by clause H of this constitution.

C. Objects.

To encourage the whole of Christendom to consider the benefits and virtues of a vegetarian diet by;

- promoting the care of all of God's creation through the adoption of a vegetarian diet and the avoidance of animal based products;
- alerting the church to the dangers posed to human health and world stability by our continued reliance on a meat based diet.

To encourage and support Vegetarian/Vegan Christians.

D. Powers.

In furtherance of the objects but not otherwise, the Management Committee may exercise the following powers:

- i) Power to raise funds;
- ii) Power to buy, lease, maintain and dispose of equipment;
- iii) Power to co-operate with other organisations within the UK and other countries (interfaith or secular), operating in the furtherance of the objects and to exchange information and advice with them;
- iv) Power to encourage and support CVAUK campaign initiatives in other countries;
- v) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- vi) Power to appoint and Advisors and Patrons;
- vii) Power to appoint Area Group Leaders.
- viii) Power to do all such other lawful things as are necessary for the achievement of the objects.

E. Membership (Individuals)

- 1) Membership of the organisation shall be open to any person over the age of 18 years interested in furthering the objects.
- 2) There are no membership fees, a member is any person who completes and returns the membership form and is prepared to spend time and/or money in the pursuit of the objects.
- 3) The Management Committee may by unanimous vote and for good reason terminate the membership of any individual : Provided that the individual concerned shall have the right to be heard by the Management Committee accompanied by a friend, before a final decision is made.

F. Membership (as 'E' above but includes member organisations)

Not applicable at this time.

G. Honorary Officers.

At the Annual General Meeting, the Management Committee shall elect from amongst themselves a Chairman, a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting.

H. Management Committee.

The Management Committee shall consist of not less than 3 members nor more than 12 members being:

- a. The Honorary Officers specified in the preceding clause;
- b. Area Group Leaders elected at the AGM shall hold office from the conclusion of the AGM.

N.B. Further clauses will need to be added if we apply for CC registration.

I. Determination of Membership of Management Committee.

A member of the Management Committee shall cease to hold office if he or she:

- 1) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- 2) Is absent without the permission of the Management Committee from all their meetings held within a period of 6 months and the Management Committee resolve that his or her office be vacated;
or
- 3) Notifies to the Management Committee a wish to resign.

J. Management Committee not to be personally interested.

Any member of the Management Committee for the time being who is a person engaged in a profession, may charge and be paid all the usual professional charges for business done by him or her or his or her firm, when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the organisation. Provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

K. Meetings and proceedings of the Management Committee.

- 1) The Management Committee shall hold one ordinary meeting each year . A special meeting may be called at any time by the Chairman or by any two members of the Management Committee.

- 2) The Chairman will act as Chairman at meetings of the Management Committee. If Chairman is absent the committee members may choose one of their number to be Chairman of the meeting.
- 3) There shall be a quorum when at least three members of the Management Committee are present at the meeting.
- 4) Every matter shall be determined by a majority votes of the Management Committee present but in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 5) The Management Committee shall keep minutes of the proceedings of all Committee meetings.
- 6) The Management Committee may from time to time make or alter rules (Code of Practice) for the conduct of their business. No rule may be made that is inconsistent with this constitution.
- 7) The Management Committee may appoint one or more sub-committees to perform a function or duty which is considered more convenient to be undertaken by a sub-committee. Provided that all acts and proceedings are fully and promptly reported to the Management Committee.

L. Receipts and Expenditure.

- 1) The funds of the organisation including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the organisation.
- 2) The funds belonging to the charity shall be applied only in furthering the objects.

M. Property.

Not applicable at this time.

N. Accounts.

The Management Committee in preparation to complying with the obligations under the Charities Act 1993, with regard to:

- (1) the keeping of accounting records for the organisation;
- (2) The preparation of annual statements of accounts for the organisation;
- (3) The auditing or independent examination of the statements of account of the organisation.

O. Annual Report.

Create an Annual Report in preparation to complying with the obligations of the Charities Act 1993. (Two or three annual reports will assist in our application to the CC)

P. Annual Return.

Create an Annual Return (See clause O above).

Q. Annual General Meeting.

- (1) There shall be an annual general meeting of the Charity which shall be held in the month of May in each year or as soon as practicable be held thereafter.
- (2) Every annual general meeting shall be called by the Management Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the organisation. All the members of the organisation shall be entitled to attend and vote at the meeting.

- (3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (4) The Management Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- (5) Nominations for election to the Management Committee must be made by members of the organisation in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

R. Special General Meetings.

The Management Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

S. Procedure at General Meetings.

- (1) The secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the organisation.
- (2) There shall be a quorum when at least one tenth of the number of members of the organisation for the time being or ten members of the organisation, whichever is the greater, are present at any general meeting.

T. Notices.

Any notice required to be served on any member of the organisation shall be in writing and shall be served by the secretary or the Management Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

U. Alterations to the Constitution.

- (1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (2) No amendment may be made to clause A , clause C, clause J, clause V or this clause U, without the prior consent of all members of the Management Committee.
N.B. Changes to any of these clauses could seriously effect our application to the CC.

V. Dissolution.

If the Management Committee decides that it is necessary or advisable to dissolve the organisation it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the organisation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institutions having objects similar to the objects of the organisation as the members of the organisation may determine or failing that shall be applied for some other charitable purpose.

W. Arrangements until first Annual General Meeting.

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned on page 1 of this document by persons whose signatures appear below.

1. Name

Signature

Date

2. Name

Signature

Date

3. Name

Signature

Date

4. Name

Signature

Date

5. Name

Signature

Date

N.B. This document will require revising to conform with the Charity Commission Model Constitution GD3 prior to any application for registration to the Charity Commission. See also hidden '**Comments**' in this MS Word document.

The following guide will help anyone preparing CVAuk for Charity Commission registration.

An **unincorporated association** is appropriate where:

- the people who will control the organisation are democratically elected from time to time; or
- the organisation will have a membership; or
- the organisation's original objects and policies may need to be modified from time to time.

Please first read CC publication "Starting and Registering a Charity" (CC21). The checklist of questions referred to in the publication will help you to decide how best to set up the charity. If you then propose to use this model constitution, please read it through carefully, including the guidance in the margins. The model constitution provides a number of alternative clauses. Which clauses you choose will depend on how you wish the charity to be structured and to work. The model is not comprehensive, however, and if you want to include any special or complex provisions which are not contained in the model you should consider asking a solicitor to help you.

You can complete this electronic version of our model governing document by either:

- Printing it off and making any changes by hand; or
- Completing it on screen before printing it off and signing it by hand. Completion on screen allows you to complete the blank spaces and delete certain optional clauses. To see which clauses can be added to or deleted, 'hover' your cursor over the beginning of each clause: a note will appear on what action to take. If you wish to make any further specialist amendments you will need to do this so that they are clearly identifiable. It is important to remember that you will not be able to save electronically the version you create on screen so it will be necessary to make enough paper copies for the purpose of your application, the trustees and others and your own records.

Whichever of these options you complete, we ask you to certify that the additions, deletions or other changes are clearly shown: the certificate and an explanatory note are at the rear of this document.

When you have completed this document please check that you have filled in all the gaps, deleted any clauses which are not appropriate and numbered all the remaining clauses in sequence.

After completing the model constitution a meeting should be called to formally adopt the constitution. You should then send to the Commission:

- completed APP 1 and DEC 1;
- two copies of the adopted constitution; and
- a copy of the minutes of the meeting at which the constitution was adopted.

Registration procedure is explained in more detail in CC publication "Starting and Registering a Charity".

The Commission cannot guarantee that a proposed organisation which uses a model as its governing document will be accepted as charitable. Every case has to be considered separately.

Charity Commission
Harmsworth House
13-15 Bouverie Street
London
EC4Y 8DP

Charity Commission
2nd Floor
20 Kings Parade
Queens Dock
Liverpool L3 4DQ

Charity Commission
Woodfield House
Tangier
Taunton
Somerset TA1 4BL

General Enquiries: 0870 3330123

Website address: www.charitycommission.gov.uk