



United Nations Association – UK

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Recommended Template Constitution

Introduction to the constitution

This recommended template constitution is designed to help UNA groups consider the structure and governing documents for their group. It was written by UNA-UK's staff team in consultation with UNA-UK Elected Trustees and approved by the UNA-UK Board.

UNA groups should consult the Basis of Recognition in conjunction with this document, when making amendments to the governing structure of their group, to ensure minimum requirements, necessary for ongoing recognition, continue to be observed.

It is not mandatory for UNA groups to use the text suggested and, of course, different circumstances will mean that some elements are added to and others not needed.

We hope that this document, along with the Association's *Basis of Recognition* and UNA-UK's strategy, are useful governance resources so that all UNA groups can continue their excellent work of connecting the United Nations with people in their communities and campuses across the UK.

This document, and other resources for UNA groups, is available at www.una.org.uk/local.

Constitution

The name of this UNA group is [full name by which the group is to be known].

1. Status

This UNA group has been recognised by the Board of Trustees of the United Nations Association – UK (UNA-UK), a charitable company limited by guarantee: registered number 1146016, since *[Date of Board meeting that group was recognised at]*.

This group is responsible for its own finances independent of UNA-UK. This group is legally autonomous from UNA-UK, with the exception of being recognised by UNA-UK as a key component of its grassroots movement.

2. Functions

This UNA group commits to building support for, and understanding of, the work and values of the United Nations in its local community (or on its campus).

It also undertakes to support UNA-UK by: partaking in the Association's national campaigns; managing its affairs so as to protect its reputation; raising money and devoting its finances to furthering its objects as described in its governing documents.

3. Participation

Participants of this group is open to all members of UNA-UK, its supporters, and affiliate organisations in the locality.

In line with the requirements for ongoing recognition by UNA-UK, the minimum number of subscription-paying members in this group is three.

4. Annual General Meeting

This group will give written or electronic notice and convene an Annual General Meeting of members. The date of the AGM will be shortly after the end of the group's financial year so that members can examine the accounts.

The business of the Annual General Meeting shall include the election of officers to the executive committee and other officers (if any), and the annual Statement of Income and Expenditure.

Following the meeting this group will, in line with the minimum requirements for recognition, provide an update to UNA-UK by completing the UNA Group Update form (accessible on the UNA-UK website) by the 31st January each year.

5. Executive committee

At minimum, the executive committee of the group will consist of the following elected officers:

- Chair/Convenor
- Honorary Treasurer
- Secretary

Officers will be elected by members of the group at its AGM. They will hold office from that date until the date of the next AGM, when they will be eligible to stand for re-election. [Groups may wish to restrict the number of terms for which an officer or committee member may hold office. e.g. "Officers are eligible to stand for re-election for a maximum of six consecutive years, after which they must relinquish that position for a minimum of two years"] All officers of the executive committee are required to be subscription-paying members of UNA-UK at the time of election and for the entirety of their role.

The group shall update UNA-UK with the names and contact details of each member of the executive committee or of any changes to the committee, via completion of the online UNA Group Update form.

The executive committee shall be responsible for the conduct and work of the group, ensuring all individuals engaged with the group abide by the UNA-UK membership policy and do not act in a manner which may bring UNA-UK into disrepute.

This group may also elect or co-opt additional officers at this meeting. Additional officers may serve at the discretion of the group's executive committee [groups may wish to establish an officer role for youth engagement, for example].

The committee shall ensure that one of the officers is willing to act as a point of contact for the group, having their name and email address shared publicly - including on the UNA-UK website - and receiving online communications regarding local UNA updates from UNA-UK.

The group shall update UNA-UK with any changes to the registered point of contact, with details of the new (or temporary) point of contact for the group.

6. Communication with UNA-UK

The group will communicate with UNA-UK ensuring that it:

- Completes the online UNA Group Update form and provides UNA-UK with information on its activities, income, and expenditure by 31st January each year;
- Receives UNA-UK's principal channels of information and guidance;
- Informs UNA-UK in advance of any planned activities which may fall outside those risks covered by UNA-UK's public liability insurance,

7. Termination

This group will terminate its activities in any of the following circumstances:

- It ceases to be recognised as being in good standing by the Board of Trustees of UNA-UK.
- It fails to maintain the minimum requirements for affiliation set out in the UNA-UK Basis of Recognition document.
- It fails to complete the UNA Group Update form as set out in the Basis of Recognition document.
- It fails to appoint the officers required in order to constitute its executive committee as required by the governing documents.
- On termination of the group, any remaining group funds shall be passed to UNA-UK.