Recommended Template constitution

Introduction to the constitution

This recommended template constitution is designed to help local UNAs consider the structure and governing documents of their group. It was written by UNA-UK’s staff team in consultation with its Board of Trustees.

It is not mandatory for groups to use this text 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 strategic vision for local UNAs (to be published in early 2016), are useful governance resources so that branches, youth branches, regions and nations can continue their excellent work of connecting the United Nations with people in communities and campuses across the UK.

This document, and other resources for local UNAs, is available at [www.una.org.uk/local](http://www.una.org.uk/local).

**Constitution**

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

1. Status

This local UNA 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 financially and legally autonomous of UNA-UK.

1. Functions

This local UNA commits itself 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 Articles of Association.

1. Participation

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

The minimum number of members in this group is six paid-up UNA-UK members.

1. 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 and other committee members (if any) and adoption of the annual Report of Activities & Statement of Income and Expenditure

Following the meeting this group will forward an annual report and accounts to its UNA region (if any) and to UNA-UK.

1. 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”]

This group may also elect or co-opt additional officers at this meeting.

All officers of the group must be paid-up members of UNA-UK.

The executive committee shall be responsible for the conduct and work of the group.

The names, addresses and contact details of the officers shall be provided to UNA-UK in a timely manner.

1. Communication with UNA-UK

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

* provides UNA-UK with information on its activities, income and expenditure;
* 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,

1. Termination

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

* It has fewer than six individual paid-up members of UNA-UK for more than twelve months.
* It ceases to be recognised as being in good standing by the Board of Trustees of UNA-UK.
* It does not hold at least one event open to the public in any twelve-month period.
* It fails to appoint the officers required by this constitution.

On termination of the group any remaining group funds shall be passed to UNA-UK. Remaining members will continue to be members of UNA-UK.