



## Gambling Act 2005 – Small Society Lottery Registration Model Constitution

The model constitution below has been prepared by the Licensing Authority to assist you in the completion of your application for a Small Society Lottery registration. If you would prefer to have an electronic version of the model constitution for amendment, please email your request to [ehlicensing@west-norfolk.gov.uk](mailto:ehlicensing@west-norfolk.gov.uk) and an electronic version will be forwarded to you.

The model constitution is not prescriptive, but has been prepared to assist you in a number of areas to be considered when forming a non-profit making group to raise money for charitable, sport or philanthropic purposes.

If you chose to use this model as a guide, or have found an alternative model on which to base your society's constitution, **you must ensure that the society's committee adopts the completed constitution and that the adoption of the constitution is duly minuted at an appropriate committee meeting and signed and dated by the committee chairman.**

**A copy of the signed and dated constitution may be sent to the Licensing Authority in support of your small society lottery registration application.**

### 1.0 Name of Society

1.1 The name of the Society is *[enter name of Society]* and is referred to in this constitution as "the Society". The Society is a body in membership of the *[enter name of parent Society or delete sentence as appropriate]*.

### 2.0 Aims of the Society

2.1 The aims of the Society are to *[enter the aims of the Society]*

by: *[enter how the aims of the Society will be promoted]*

a) .....

b) .....

c) .....

### 3.0 Powers

3.1 To further its aims, the Society has the following powers: *[enter the Society's powers as appropriate]*

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. *[suggest this aim remains and is not deleted]*

#### **4.0 Committee membership**

- 4.1 The committee shall consist of up to *[enter number]* members;
- 4.2 The committee shall consist of a Chair, a Treasurer and a Secretary “the Officers” *[add other “officers” if appropriate];*
- 4.3 The committee shall consist of not less than *[enter number]* nor more than *[enter number]* other elected members and *[enter number]* co-opted members; *[if co-opted members exist];*
- 4.4 All members will have full voting rights in the decision-making process; *[change or delete as appropriate];*
- 4.5 The quorum for meetings will be *[enter number]* members.

#### **5.0 Meetings**

- 5.1 The committee shall meet at least *[enter number]* 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 Proper and correct accounts to be maintained; *[if a charity, the wording might be ‘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 the Society by the Chairperson -

Signature:	
Printed Name:	
Date:	