



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. It is designed as a tool for UNA groups to use, UNA groups are not required to use this template exactly as written. UNA groups may adapt this template to best serve their group, providing the minimum requirements set out on the Basis of Recognition document are still met and not contradicted.

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. 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.

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).

3. Participation

Participants of this group is open to all members and supporters of UNA-UK. UNA-UK members and supporters can also be a member of a local UNA Group, which some UNA groups charge for.

4. Annual General Meeting

This group will give written or electronic notice and convene an Annual General Meeting.

Last reviewed and approved by the UNA-UK Board – September 2020

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.

The group shall update UNA-UK with the names and contact details of each point of contact for the group, who consent to 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.

5. 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 and maintains up-to-date points of contact ;
- Informs UNA-UK in advance of any planned activities which may fall outside those risks covered by UNA-UK's public liability insurance,

6. 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 by the prescribed deadline as set out in the Basis of Recognition document.