

CONSTITUTION FOR BRANCHES OF HUMANISTS UK

The name of this branch of Humanists UK is Isle of Wight Humanists

1. Status

Isle of Wight Humanists is recognised by the Board of Trustees of Humanists UK Registered Charity in England and Wales (no. 285987) as the legal entity representing Humanists UK in the area of [geographic location].

2. Functions

This Branch commits itself to pursuing the aims of Humanists UK in the area of the Isle of Wight.

3. Participation

Participation in this Branch is open to all Members of Humanists UK, the Branch Supporters, and affiliate organisations in the area.

To constitute a Branch, the minimum number of members required is three Members of Humanists UK.

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 no more than 1 month after the end of Humanists UK'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 Humanists UK region (if any) and to Humanists UK.

5. Executive committee

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

- Chair
- 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 Members of Humanists 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 Humanists UK within 1 month of their election.

6. Communication with Humanists UK

The group will communicate with Humanists UK ensuring that it:

- provides Humanists UK with information on its activities, income and expenditure [time scales];
- informs Humanists UK in advance of any planned activities which may fall outside those risks covered by Humanists UK public liability insurance

7. [Placeholder] - Branch Funds

Humanists UK will hold the Branch Funds on their behalf. Branch Officers may gain access to their funds in the following ways.

- For amounts of below £250, Branch Officers can spend the money with no prior authority and then claim it back by *submitting an expenses form*.
- To spend amounts above £250 the Honorary Treasurer must first approve the spend and request the money in advance from Humanists UK *by email with the Director of Community Services*.

At all times the Honorary Treasurer is responsible for the overall management of the Branch Funds, their appropriate use, and for accounting for the all funds held. However, it is to be assumed that branches will have access to the money in their account for the activities they conduct in as smooth and reliable a manner possible.

8. Termination

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

- It has fewer than six Full or Honorary members of Humanists UK for more than twelve months.
- It ceases to be recognised as a Branch as being in placing Humanists UK at severe reputational risk by the Board of Trustees of Humanists 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 Humanists UK.

Remaining members will continue to be members of Humanists UK.