

SMALL CHARITY CONSTITUTION

Suitable for small charities with an annual income under £5,000 that don't own a building or employ people and do not intend to register with the Charity Commission.

1 NAME

The charity's name is **COFFEE & COMPUTERS**

2 THE PURPOSES OF THE CHARITY ARE:-

The aim of *Coffee & Computers* is to enable those with insufficient IT skills to engage with the modern communications environment. *Coffee & Computers* is predicated on a belief that the skills it imparts are rich and vital tools, foster human contact and enrich lives. *Coffee & Computers* community-based sessions are free and run by volunteers. Our approach, which involves a group session followed by personal instruction, has the single-minded objective of enabling attendees to speedily achieve their specific goals. *Coffee & Computers*, which started in Highgate, runs groups throughout Haringey, and is looking to expand in the borough and then elsewhere.

3 TRUSTEES

The charity shall be managed by a committee, which will include at least 3 trustees, (see below), who are appointed at the Annual General Meeting (AGM) of the charity.

Trustee meetings will take place at least once a year, at which at least 3 trustees must be present.

4 CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 MEMBERSHIP

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a Member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may cancel a person's membership if they believe it is in the best interests of the charity. The Member has the right to be heard by the trustees before the decision is made and may be accompanied by a friend.

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all Members telling them what is on the agenda. Minutes must be kept of the AGM.

- (2) All the Members or 5 Members, whichever is the smaller, shall be the quorum for any meeting.
- (3) Each Member has one vote.
- (4) The Trustees shall present the Annual Report and Accounts.
- (5) Any Member may stand for election as a Trustee.
- (6) Members shall elect between 3 and 10 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 MANAGEMENT COMMITTEE

- (1) On a day-to-day basis, the charity will be run by a management committee, which must meet at least four times a year. The management committee will comprise all the Trustees, plus any number of non-trustees that may be co-opted as deemed to be in the interests of running the charity. At their first meeting after the AGM they will elect a chair, treasurer and secretary, who must be Trustees.
- (2) Decisions can be made by majority decision, but require the approval of the majority of trustees present at the meeting.
- (3) Any committee member who has a conflict of interest must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the Trustees may appoint up to 2 additional Trustees. They will stand down at the next AGM.
- (5) The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this Constitution or English law and must be approved by a majority of the Trustees in post at the time. A majority of the Trustees in post may at any time amend or revoke any such rules.

8 MONEY AND PROPERTY

- (1) Money and property must only be used for the charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 Trustees. Electronic payments can be made by a single Trustee nominated for the task when accompanied by documented agreement from at least 1 other Trustee.

9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request according to paragraph 9.3 below.. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) A **General Meeting** must be called if requested by 20 or a majority of members.
- (4) **A majority of the trustees** may also call a General Meeting to consult the membership

10 SETTING UP THE CHARITY

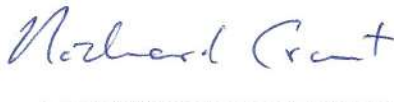
This constitution was adopted on 30 June 2017 by the people whose signatures appear below. They are the first members of the charity and will be the Trustees until the AGM, which must be held within one year of this date.

Signed

Print name and address



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