

**Template Constitution for a Community Sponsorship Group**

1. **Name**

* The Name of the Group is **NAME OF GROUP** (henceforth referred to as “the group”)

1. **The Purposes of the Group Are**

* To sponsor refugee families to resettle in the UK through the Home Office’s Community Sponsorship Scheme.
* As a community sponsor, the group will be allocated a family fleeing conflict and it will be our responsibility to support the resettled families from the moment of arrival in the UK.
* This will include:
  + Meeting the family at the airport
  + Providing a warm welcome and cultural orientation
  + Providing housing
  + Supporting access to medical and social services
  + English language tuition
  + Support towards employment and self-sufficiency
* The formal responsibility of the group to support the resettled family will last one year, with the exception of housing, for which the responsibility lasts for two years. The group may choose to provide support beyond this, according to the needs of the resettled family.
* The group have partnered with a registered charity **NAME OF LEAD SPONSOR ORGANISATION** to achieve its aims. This relationship is set out in a separate Memorandum of Understanding (MOU).

Additional considerations:

Do you intend to sponsor multiple families?

Do you intend to support other migrants and refugees in your community, or to support national/local campaigns on issues that impact diaspora communities?

* Do you intend to work with and support other Community Sponsorship groups or Migrant Support Groups?

* In order to carry out the purposes, the Group has the power to:
  + raise funds, receive grants and donations
  + buy or sell property, take on leases and employ staff
  + co-operate with and support other groups with similar purposes
  + do anything else within the law which is necessary to achieve the purposes

1. **Members**

* People over the age of 16 who support the work of the group and have specific knowledge, skills, or experience that could help achieve the aims of the group can request to become a member or be invited to become a member by the group.
* Once accepted by the group, membership will begin. The group will keen an up-to-date list of members.
* All members of the group will be considered committee members and will be responsible for managing the affairs of the group, including participating in group decision making.
* All members are expected to read and abide by the Memorandum of Understanding, and all other agreed group policies and procedures.
* Members may resign at any time by notifying the group.
* Any member who does not have any communication, written or verbal, with the group for more than two months will be asked if they wish to continue to be a member. If they do not wish to continue being a member or do not respond they will be removed from the list of members.
* The co-chairs may expel someone from membership, provided it is in the best interest of the group to do so. Reasonable groups for expulsion may include: disregard for agreed group policies or procedures; behaviour that is purposefully unsafe, disruptive or disrespectful while participating in group activities; behaviour that damages the reputation of the group. The member will have an opportunity to appeal this decision. The member can be accompanied by a friend.
* People who support the aims and objectives of the group, such as through fundraising or volunteering, but who do not wish to participate in managing the affairs of the group will be considered supporters and not group members.

1. **Group Communications and Decision Making**

* The group will meet as necessary and not less than ten times a year. The group will also communicate remotely through technologies such as emails and messaging services.
* All group members will be asked to participate in every significant decision. Significant decisions are those that impact the direction of the group. At least fivemembers, including one of the co-chairs, must participate to be able to take significant decisions. Decisions will generally be made through consensus of the group members. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members participating, If all of the co-chairs vote against a final decision it will not be binding.
* Changes to this Constitution must be agreed through the aforementioned decision making process.
* **Money**
* Funds must be held in the group’s bank account.
* The Treasurer will keep accounts which may be viewed by any member on request.
* Funds cannot be used to pay Committee members except to refund legitimate expenses.
* Funds and property must only be used for the purposes of the group.

1. **Dissolution**

* The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was agreed at the meeting of **GROUP NAME** on **DATE.**

Name:

Position in the group:

Signature:

Name:

Position in the group:

Signature:

Name:

Position in the group:

Signature:

Name:

Position in the group:

Signature: