

Setting up a small group – a rough guide

Once you have an idea, and you've found other people who share your concerns, it's time to think about setting up an organisation. If you are reading this, you've probably already made the first steps.

Constitutions

At some stage, your organisation will need a set of rules. The simplest way to do this is to borrow some from another group and then change them to suit you.

The rules should be written down, formally adopted at a meeting, signed and dated and kept somewhere safe. Unless you are going to adopt a formal legal structure, for example a 'charity', you can write what you like, but there are certain common sense issues to address.

Your rules should cover:

- Why the group exists – sometimes called the “objects”
- What you will do – the activities
- Who is in charge – if you have a committee, how are they appointed?
- Members – if you decide to have members, how do they join, what rights do they get in return?
- Meetings – how many people need to turn up in order for you to have a quorum?
- Closure – what will happen to the money, and other things, if you close down?

If you think it's likely that your group will grow you might want to consider charitable status. The charity commission has a range of guidance.

<https://www.gov.uk/topic/running-charity/setting-up>

And of course, you will be able to find help from your local CVS. Here in Nottingham, that will be the local organisation for voluntary service

www.nottinghamcvs.co.uk