

Appendix 1: **Organisation's Constitution, Aims and Objectives Guidelines**

As part of your application to Register (or re-register) as a Cultural Organisation we require a copy of your Organisation's Constitution.

All Organisations should have this as good practice. It can be as extensive or as short as applicable to the type and size of the Organisation in question and its type of membership, events run etc.

The Constitution will be on a separate document to the Application Form.

Below are points that can be included (not all may be applicable)

General information

- Full name of organisation.
- Name and contact details of President (or most senior representative of Organisation).
- Details including address of the main premises of the Organisation (where applicable).
- Main contact details for the Organisation, to include email, telephone number and web address.

If registered as a charity, include the registration number under the Board of Charity Commissioners.

Political Declaration

- State if your Organisation is political / non-political, profit or non-profit making.

History

- The background of your Organisation.
- When it was started and by whom.
- If applicable, any information of note, e.g., any major awards, prizes, wins at competitions etc.
- Professional Qualifications, courses & experience.
- How many members?
- Any growth or development of note since its inception?
- Has the original purpose of the Organisation changed over time?

Aims & Objectives

This is to explain why the Organisation was set up, what standards it is to maintain and ensure in the future. You can state:

- The main purpose/s or aim/s of the Organisation.
- What the Organisation will do to fulfil this purpose.
- The 'code' of the Organisation e.g.
 - To promote and encourage development.
 - To encourage promotion and proper conduct.
 - To ensure the safety and appropriateness of all.
 - To offer information.
 - To offer support.

General Rules and Regulations

- Explain the set-up of the committee, and who this consists of, by title e.g., President, Vice-President, Secretary, and committee members. What are their individual responsibilities?
- How are committee members selected e.g., elected or selected?
- Is the Organisation part of a Governing Body or International Federation?
- Note the rules of the committee, e.g., is there an AGM?

Members

- Do you have members?
- Who can become a member? Is there a member application form?
- Do you want to limit membership in any way?
- Do they pay a subscription fee? Annually?
- Age range of members?

Competitions and Championships

- If organising an event, outline the rules and conditions.
- Include extra info like age divisions and categories of the event where applicable e.g., in the case of a dance competition, categories may be modern, ballet and jazz.
- If adhering to the rules as set by a Governing Body or an International Federation, include the links to their website and rules.

Safeguarding

- A statement about the Organisations pledge to attend Safeguarding training and adhere to recommendations and good practice.
- See 'Safeguarding Policy' document for notes and guidance. A separate Safeguarding Policy will be required.

Child Protection (Safeguarding Children)

If the Organisation deals with minors/vulnerable adults:

- A statement about the Organisation's pledge to provide a caring, safe environment with the highest possible protection for children and vulnerable adults, with the support of e.g., the partnership of teachers, parents, and spectators.
- See 'Safeguarding Policy' document for notes and guidance. A separate Child Protection Policy will be required.

Ethics, Conduct and Behaviour

- A statement about the Organisation's pledge to maintain the highest level of ethical conduct and behaviour.
- Include ethical conduct and behaviour at competitions, locally and abroad, to include e.g. punctuality, friendliness, and sportsmanship; being gracious when losing and winning; will not use acts of violence or intimidation; be quiet during competitions; respectful at all times; keep dressing rooms and all facilities clean and tidy; observe competition regulations and local laws at all times.

Equal opportunities and Diversity

- A statement about the Organisation's pledge to afford their committee and members equal opportunities and to avoid discrimination.

Data Protection

- State what the Organisation does to maintain confidentiality. Information should only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection laws.

Sponsorship

If any sponsorship monies are received, please state:

- How are the funds accounted for?
- What are the funds be used for?

Administration and Accounts (Finances)

- Who deals with the financial and administrative affairs of the Organisation?
- Who records these and how is this information presented?

Disciplinary Procedures

- Outline the Organisation's process and procedure should an investigation need to take place.
- Who would investigate the complaint and who would have the final say? e.g. A Disciplinary Rules Committee within the committee?
- Are the duties and services of this Disciplinary Rules Committee performed voluntarily and without expectation of remuneration?

Penalties/Reinstatement

If a complaint is found valid:

- Who recommends a penalty, e.g. suspension, expulsion etc, e.g. a Disciplinary Rules Committee.
- Process for Disciplinary Procedures and records of these.
- Process for contesting Disciplinary penalties, and application for reinstatement.

Amendments to the Constitution and Dissolution of the Organisation

- How these amendments and/or dissolution of the Organisation to be agreed e.g.

Only at an Annual General Meeting or Special General Meeting.

Proposals to be accepted only in writing and circulated within an agreed time frame.

Any changes to be agreed by a percentage of members present at any meeting.

In the event of winding up, what will happen to any assets remaining after all debts have been paid, e.g. gifted to another similar association/organisation or to a charitable institution.

For further information please contact Gibraltar Cultural Services on tel 200 75669 or email info@culture.gov.gi