



Small Charity Constitution

This governing document outlines the charities main details, our charitable purposes, objectives, charity structure, trustees and membership details and is available in public record for matter of transparency.



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Four Legged Orphan Sanctuary (FLOS)

➤ The charity name is:

- Four legged orphan sanctuary, or recognized abbreviation FLOS.

➤ The purpose of the charity is:

- To relieve and prevent the suffering and ill treatment of stray, abandoned and working animals in the Essaouira region of Morocco by providing shelter, care, access to medical treatment, facilitating rehoming and promoting public awareness in basic husbandry and welfare.

➤ Trustees

- The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

➤ Carrying out the purposes

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

- Raise funds, receive grants and donations
- Apply funds to carry out the work of the charity
- Co-operate with and support other charities with similar purposes
- Do anything which is lawful and necessary to achieve the purposes



➤ 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 remove 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 can be accompanied by a friend.

➤ Annual General Meeting - AGM

- 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.
- There must be at least one member present at the AGM
- Every member has one vote
- The trustees shall present the annual report and accounts.
- Any member may stand for election as a trustee
- Members shall elect three to ten trustees to serve for the next year, they will retire at the next AGM but may stand for re-election.



➤ Trustee Meetings

- Trustees must hold at least three meetings year. At their first meeting after the AGM they must appoint a chair, treasurer and secretary. Trustees may act by majority decision
- At least three trustees must be present at each meeting in order to take decisions. Minutes must be kept at each meeting.
- If trustees have a conflict of interest they must declare it and leave the meeting whilst the matter is being discussed.
- During the year the trustees may appoint two additional trustees. They will stand down at the next AGM.
- The trustees may make additional rules to help the running of the charity. These rules must not conflict with this constitution or the law.

➤ Money and Property

- Money and property must only be used charities purposes.
- Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- Trustees cannot receive any money from the charity except to refund reasonable out of pocket expenses.
- Money must be held in the charities bank account. All cheques must be signed by two trustees.

➤ General Meetings

If the trustees consider it 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 from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All the decisions require a two thirds majority. Minutes must be kept.

- Winding up – any money or property remaining after debts must be given to a charity with similar purposes.
- Changes to the constitution – can be made at AGMs and General Meetings. No change can made that would make the organization no longer a charity.

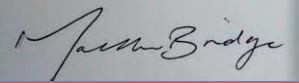
- General Meeting – called on written request from a majority of members.
- Trustees may also call a general meeting to consult the membership.

➤ Setting up the charity

This constitution was adopted on 14.12.2014 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.

Signature

Print name and Address

	63A Lower Hillmorton Road, Rugby, Warwickshire, CV21 3TQ, UK