

1-2 CONSTITUTION AND LEGAL STRUCTURE

Question	Yes	No	Comments
1 Does the organisation have a constitution?			
2 Has the constitution been reviewed recently (i.e. within the last 12 months)?			
3 If yes is it/If no is it planning to become: <ul style="list-style-type: none"> ▪ an unincorporated association ▪ a charity ▪ a company limited by guarantee ▪ an industrial and provident society 			
4 If the organisation is not registered with the Charity Commission is it legally accountable to some other regulatory authority (e.g. the Housing Corporation)			
5 Is the organisation's legal status currently satisfactory for working with: <ul style="list-style-type: none"> ▪ funders and other legal institutions ▪ users, members, its community and other stakeholders ▪ its internal operational needs 			
6 Does the organisation comply with the relevant legal and reporting requirements? (e.g. are the necessary returns etc made in time?)			
7 Do key funders and stakeholders feel that the legal structure is appropriate for the organisation?			
8 Do committee members know and understand the legal form of their organisation and their powers, duties, responsibilities and liabilities?			
9 Does the organisation operate within the requirements of the governing document? (e.g. is the timetable for calling of meetings, or process for election, as defined in the governing document followed?)			

Question	Yes	No	Comments
10 Are the organisation's current beneficiaries consistent with those identified within the governing document?			
11 If there have been disputes or differences within the organisation's membership has the governing document provided an appropriate framework for their resolution?			