Savings Group Constitution and Rules

Group name: _____ *Date agreed:* _____

1. Name and purpose

The group is called _____. Its purpose is to help members save regularly and to lend to each other from the group's savings.

2. Membership

- Members: between ___ and ___ (example: 15 to 25).
- New members may join: only at the start of a cycle / during the cycle with the agreement of ___ % of members.
- A member leaves by telling the group in writing. Their savings are returned: at the next share-out / within ___ days (example: after deducting any loan).

3. Contributions

- Each member saves _____ every month (or buys ___ shares at _____ each, up to ___ shares a month).
- Contributions are due by the ___ of each month.
- Contributions are paid by: _____ (mobile money / bank / cash at the meeting).
- A late contribution is fined _____.

4. Loans

- A member may borrow up to ___ times their savings (example: 3 times).
- Interest is ___ % per month, calculated on the _____ (flat amount / reducing balance). See flat vs reducing balance.
- The longest loan term is ___ months.
- A guarantor is / is not required.
- Loans are approved by: _____ (treasurer and chairperson / a vote at the meeting).
- A late repayment is fined _____ or ___ % of the instalment.

5. Roles

- Chairperson: _____ (leads meetings, represents the group).
- Secretary: _____ (keeps minutes).
- Treasurer(s): _____ (confirm payments, hold funds as agreed).

- The person who records a payment is **not** the only person who confirms it. See checks and balances.

6. Records

Every deposit, loan, repayment and fine is recorded with the date, member name, amount and who confirmed it. Members may see the records at any time. Entries are never erased. A mistake is fixed with a new, dated correction.

7. Meetings

The group meets on _____ (example: the first Saturday of the month) at _____. A meeting needs at least ___ % of members present to make decisions.

8. Decisions and changes

Decisions are made by majority vote. Changes to these rules need ___ % of members, are written down with the date, and apply from that date forward.

9. Share-out

The cycle runs from _____ to _____. At the end, savings plus the profit (interest plus fines, minus expenses) are shared in proportion to each member's savings. Outstanding loans are settled before, or deducted from, the member's payout. See how a share-out works.

10. Urgent needs and conflict

If a member has an urgent need, such as school fees or business stock, they should talk to the chairperson. Disputes are discussed at a meeting, and the group's decision, with the vote, is recorded.

Agreed on _____ (date). Signed by all members.

Member name	Signature or thumbprint	Date

General template, not legal advice. Adapt to your group and local rules.