

Constitution

1 Name

The name of the group shall be **Stoke Environment Group**

2 Legal Basis

The Stoke Environment Group is an Unincorporated Association

3 Objectives

The objectives of Stoke Environment Group will be:

- To make a positive contribution towards finding practical and affordable ways of reducing carbon emissions in our community
- To champion environmental awareness by working with all ages and experience and sharing reliable information that will lead towards a greater understanding of our impact on the natural world
- To support our natural world, and where possible, increase the diverse range of birds, plants, insects and mammals in our community
- To promote practises that have a positive and lasting benefit on our environment
- To encourage participation and inclusivity in the group's work leading to an improvement in personal wellbeing and sense of belonging

4 Membership

Membership is open to anyone who:

- is aged 16 years and over; and
- lives or works in the Parish of Stoke St Gregory, or in any of the adjacent communities;
- supports the objectives of Stoke Environment Group.

Membership will begin as soon as a member of our Parish community confirms in writing to the Group Secretary that they wish to join Group. No payment is required.

A list of all members will be kept by the Group Secretary.

4.1 Ceasing to be a Member

Members may leave the Group at any time by writing to the Group Secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.

Anyone behaving in an offensive way or breaking the equal opportunities policy (Section 5) may be asked not to attend further meetings or to resign from the Group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Steering Group Committee, accompanied by a friend, before a final decision is made.

5 Equal Opportunities

Stoke Environment Group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity or marital status.

6 Officers and Committee

The business of the Group will be carried out by a Steering Group Committee. The Steering Group Committee will meet as necessary with the agreement of the membership.

The Steering Group Committee will comprise up to TEN positions. The composition will be THREE officers and up to SEVEN committee members. Five of these seven members will be co-opted by the Steering Group Committee members, as required (and according to projects planned or underway).

The officers' roles are as follows:

- Lead Coordinator - who shall chair the meetings and ensure the Group's activities remain consistent with the agreed objectives;
- Secretary - who shall be responsible for the taking of minutes, distribution of all papers, and maintaining a log of members;
- Financial Coordinator - who shall be responsible for maintaining a financial record and advising on funding opportunities.

The committee members' roles are as follows:

- Media Coordinator - who shall be responsible for managing social media, the website, and liaison with external communications platforms and website;
- Young-People Liaison – who shall be responsible for liaising with the village School and youth organisations;
- Working Group Coordinators (up to five co-opted) – who shall be responsible for coordinating projects falling within the remits of each Working Group.

In the event of an officer or other committee member standing down a replacement will be agreed by members at the next meeting.

All meetings will be open to any member of Stoke Environment Group wishing to attend.

The Working Groups for which Coordinators are co-opted are:

- Biodiversity
- Hedges & Trees
- Mobility & Transport
- Resources & Information
- Home Energy & Waste Management

7 Meetings

7.1 Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least three weeks before the date of the meeting, giving the venue, date and time.

The quorum for the AGM will be 10% of the membership or ten members, whichever is the greater number.

At the AGM:

- The Committee will present a report of the work of Stoke Environment Group over the year.
- The Committee will present the accounts of Stoke Environment Group for the previous year.
- The officers and Committee for the next year will be agreed.
- Any proposals given to the Secretary at least seven days in advance of the meeting will be discussed.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Lead Coordinator or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or ten members, whichever is the greater number.

7.3 General Meetings

General Meetings are open to all members and will be held at least once every three months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or five members, whichever is the greater number.

7.4 Committee Meetings

Committee meetings may be called by the Lead Coordinator or Secretary. Committee members must receive notice of meetings at least seven days before the meeting.

The quorum for Committee meetings is three Committee members.

8 Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find a general consensus to which everyone present can agree.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

9 Finances

An account will be maintained on behalf of the Group at a bank agreed by the committee.

Three cheque signatories will be nominated by the Committee (one to be the Finance Coordinator). The signatories will not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Financial Coordinator.

Records of income and expenditure will be maintained by the Financial Coordinator and a financial statement given at each meeting.

All money raised by or on behalf of Stoke Environment Group is only to be used to further the objectives of the group, as specified in Section 3 (Objectives) of this constitution.

10 Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present.

11 Dissolution

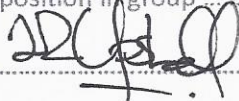
If a meeting, by simple majority, decides that it is necessary to close down the Group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Group.

If it is agreed to dissolve the Group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Stoke Environment Group on:

Date 19/8/21

Name and position in group IAN URSALL CHAIR

Signed 

Name and position in group DAVID SMITH GRANTS & FUNDING.

Signed 

