

Constitution of Eco Whittlesford

1. Name

The name of the group is Eco Whittlesford.

2. Aims

Eco Whittlesford are committed to making our village more environmentally friendly and greener for us all today and for future generations to come. We should like everyone to be involved in this task and for Whittlesford to become recognised as a community which is an example to others. We positively encourage one another to work together to:

- reduce our carbon footprints
- conserve wildlife and encourage biodiversity;
- preserve the rural character of the village;
- build these aims into our everyday lives

3. Powers

To carry out these aims the Hub Group and authorised members shall have power to:

1. Obtain, collect and receive funds and assets by way of donations, grants and other lawful means;
2. Apply funds to carry out the works agreed by the Hub Group;
3. Cooperate with local authorities, voluntary organisations and local residents;
4. Do all such lawful things as will further the aims of Eco Whittlesford.

4. Membership

Membership is open to anyone who supports the aims of Eco Whittlesford and who has registered with the Hub Group that they wish to become members. Members may unsubscribe at any time by emailing the secretary. If any individual is considered to not support the aims of Eco Whittlesford in any way, that person shall have the right to be heard by the Hub Group, accompanied by a friend, before a final decision is made.

5. Officers and Hub Group

The business of the group will be carried out by the Hub Group elected at the Annual General Meeting. The Hub Group will meet as necessary and not less than twice a year. The Hub Group will consist of up to 12 members, including 3 Officers. Other roles may be assigned or delegated by the Hub Group.

The designated officers' roles are:

1. Chair, who shall chair both general and Hub Group meetings
2. Secretary, who shall be responsible for the taking of minutes and the distribution of papers
3. Treasurer, who shall be responsible for maintaining accounts

In the event of an Officer standing down during the year a replacement will be elected by the next General Meeting of members, but the Hub Group shall have the power to co-opt a replacement in the meantime.

6. Meetings

6.1. Annual General Meeting

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified at least 3 weeks before the date of the meeting, giving the venue, date and time. Nominations for the Hub Group may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

1. The Hub Group will present a report of the work of Eco Whittlesford over the year.
2. The Hub Group will present the accounts of Eco Whittlesford for the previous year.
3. The officers and Hub Group for the next year will be elected.
4. Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the Hub Group or at least eight other members giving a written request to the Secretary stating the reason for their request. All members will be given two weeks' notice of such a meeting. The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 Hub Group Meetings

Hub Group meetings may be called by the Chair or Secretary. Hub Group members must receive notice of meetings at least 3 days before the meeting. The quorum for Hub Group meetings is five Hub Group members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement. If a consensus cannot be reached a vote will be taken and a decision will be made by a 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.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Hub Group. Three signatories will be nominated by the Hub Group (one to be the Treasurer).

All payments will be signed by two of the signatories.

All money raised by or on behalf of Eco Whittlesford is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

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

Any amendment of the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting of members, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. If dissolution is agreed, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation that will be agreed at the meeting.

This constitution was agreed at a Meeting of the Eco Whittlesford Hub Group on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed