Constitution of the Sylvania Environment and Community Project
https://sites.google.com/site/sylvaniaecp/

1. NAME

The name of the organisation shall be **Sylvania Environment and Community Project** (hereafter abbreviated to SECP and referred to as the group). SECP is affiliated (by the payment of an annual fee) to **Stoke Hill Community Association** registered charity number 283907 (hereafter abbreviated to SHCA).

2. OBJECTIVES

To safeguard and promote the interest of residents in the area on matters concerning the maintenance and improvement of the environment specifically relating to the open spaces owned by SHCA. The area is bound by Sheppard Road, Mayflower Avenue, Plassey Close, Linnet Close and Falkland Close (hereafter referred to as The Open Space (refer to the plan on our website)). In order to do this we are committed to representing the views of residents in our area of operation.

The group will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, sex or sexual orientation.

3. MEMBERSHIP

a) Membership shall be open to all residents irrespective of tenure whose properties fall in the Stoke Hill Community Association Area of Benefit (refer to the plan on our website). Any other person expressing an interest in the group may become an associate member of SECP. They may attend meetings but will not have voting rights.

b) All voting members must be at least 18 years of age.

c) Membership shall cease immediately upon a person leaving the area defined in clause 3a.

d) Membership shall be free of subscription but residents are encouraged to become members of SHCA. SHCA has a small annual subscription.

4. THE COMMITTEE

a) A Chairperson, Secretary, Treasurer and Vice Chair shall be elected at the Annual General Meeting (AGM) of the group. All committee members will serve for 12 months.
b) The committee shall consist of at least four and no more than eight members and will have power to assign additional roles and responsibilities from within their number, and to co-opt other people on to the committee, during the course of the year. One of their number will become the group representative for SHCA, they will sit on the SHCA committee and as such will become a Trustee.

c) No committee member shall fill more than one of the honorary officer positions.

d) The committee shall make and carry out decisions in accordance with the objectives of the group.

e) Meetings of the committee shall be open to any member or associate member of the group who wishes to attend.

f) There must be at least three committee members present for any decisions to be made at a committee meeting.

g) City and County Councillors may attend committee meetings when invited by the committee. Non-voting members may be co-opted onto the committee from council staff and other organisations.

h) Committee members may be co-opted from residents to fill casual vacancies throughout the year.

i) Committee members can be voted off if they have not attended three consecutive meetings without good reason and have not submitted their apologies.

j) Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on that occasion.

5. CONDUCT OF BUSINESS OR STANDING ORDERS

a) Members and associate members may speak only through the Chair.

b) Decisions will be agreed by a simple majority and voted in through a show of hands, or a secret ballot.

c) Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.

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

e) Any member or associate member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a majority vote of the full committee.
f) Any such member or associate member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.

g) Agendas will be made available to the membership at least 7 days before a meeting, where possible. Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting.

h) Minutes will be made available to the membership within 7 days after a meeting.

6. FINANCES

a) The group may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the group shall be applied to further its objectives.

b) All funds shall be kept in a bank account that shall be opened in the name of the group.

c) The Secretary, Treasurer and the Chairperson shall be signatories on the account and all cheques shall require two of these signatures.

d) Accounts shall be kept by the Treasurer, and brought to every committee meeting where they may be inspected. Failure to bring the books to a meeting on three consecutive occasions will mean the Treasurer will be asked to resign.

e) All expenditure shall be agreed and controlled by the committee. Receipts should be acquired for all expenditure over one pound.

f) All payments over ten pounds shall be made by cheque, not cash. Any exception to this rule shall be discussed and agreed by the committee.

g) No officer shall sign a blank cheque. All cheques should be filled in before signatures are added.

h) Once a year, the accounts will inspected by an independent examiner and presented to the Annual General Meeting of the group and to the Annual General Meeting of SHCA as part of an Annual Report. The independent examiner will be either a council officer, a bank employee, a qualified accountant or bookkeeper, or the committee of another constituted local community organisation.

i) All correspondence related to finance shall be addressed to the Treasurer.
7. PUBLIC MEETINGS

a) Public meetings shall be regularly held to discuss matters of importance and to keep the members and friends fully informed of the group's activities.

b) Members and associate members shall be given 14 days notice of a public meeting.

c) All votes shall be decided by a simple majority of the members present (see clause 3a), providing that there are at least 10 members present and voting at that meeting. This applies to all meetings of the group.

d) Any member, having the written support of 10 other members, may request the committee to call a Special Public Meeting of the group. The committee shall call the meeting within 21 days of receiving this written request.

8. ANNUAL GENERAL MEETING (AGM)

a) An AGM shall be held every year to discuss the activities of the group, to receive an Annual report and the inspected accounts, and to elect the honorary members of committee.

b) The AGM shall be held at a suitable venue to accommodate as many members as possible.

c) The quorum shall be at least 10 members.

d) At least 14 days notice of the AGM needs to be given to members.

e) At the AGM the resignation of all committee members will be accepted and a new officers of the committee elected.

9. CHANGES TO CONSTITUTION

a) This constitution shall only be changed at a Special Public Meeting of the group, or at the AGM.

b) For decisions to be taken there must be a quorum of at least 10 members. Voting shall be by simple majority of those members present.

c) All members and associate members shall be given 14 days notice of the meeting.

d) Proposed changes must be submitted to the secretary in writing not less than 10 days before the AGM. The secretary must notify members of any proposed changes within 7 days of the meeting.
10. CHILD PROTECTION

a) The group will ensure that any activities they are involved with will be a safe environment for children.

b) All children who are involved in SECP activities will be supervised by a parent or guardian, or a responsible adult nominated by a parent or guardian.

11. DISSOLUTION OF THE GROUP

a) The group may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the committee being submitted to the Secretary.

b) All members shall be informed of such a meeting at least 14 days before the date of the meeting.

c) Dissolution of the group shall only take effect if agreed by a simple majority, providing that there are at least 10 members present and voting at that meeting.

d) A formal notice of dissolution must be given to the SHCA fourteen days prior to dissolution.

e) Any assets remaining after meeting liabilities must be distributed among local charities or other community groups with similar aims of the group nominated by that meeting.

f) Any money received via funding bodies should be returned to the funders in relation to the funding criteria.

g) On dissolution, any documents belonging to the group shall be disposed of in a manner agreed by that meeting.

This constitution was adopted at the Annual General Meeting of the Sylvania Environment and Community Project on __ __ September 2016

Signed:

Chairperson:__________________________

Secretary :____________________________

Treasurer:____________________________