

Salford Environment Group

Constitution

1. Name

The name of the organisation shall be the Salford Environment Group (hereafter referred to as SEG).

2. Purpose

SEG is an independent non-profit making body.

The purpose of SEG shall be

1. to raise awareness of environmental issues in Salford;
2. to encourage activities that make Salford a more sustainable community;
3. to foster links with other similar organisations;
4. to involve as many sections of the community as possible; and
5. to liaise with local government and councils to lobby for environmental issues.

3. Membership

1. SEG shall have membership open to all individuals, irrespective of age, gender or ethnicity who live in the area of Salford.
2. There will be two levels of membership
 - (i) Ordinary members; those who formally ask to join agreeing to the purposes of SEG.
 - (ii) Committee members; officers - Chair, Secretary and Treasurer – and up to 9 ordinary committee members.
3. Apart from the officers of SEG, ordinary membership is informal and members can leave at any time.
4. The SEG committee may co-opt additional members at its discretion so long as the total number of members does not exceed the membership of the committee (see sub paragraph 2 (ii) above).
5. SEG reserves the right to charge for membership in the future.
6. To be a member a person must sign a membership form to agree to the objectives of the group and to agree to abide by a simple code of conduct (treat others with respect, comply with equality legislation, not bully or intimidate anybody, not disclose confidential information, not bring SEG into disrepute by one's conduct, not use any position in SEG or SEG's resources for improper purposes).
7. A standards committee of three persons who are not officers of the group will deliberate if any member's conduct is referred to the committee. The committee can make a decision as to what is an appropriate response. This may include the option of termination of membership subject to appeal.

4. Data Protection (membership records)

1. SEG's membership database/records shall be password protected and shall not be made available to anyone other than the Chair and the holder and manager of the database/records. Its use shall only be for the purpose of administering SEG and contacting the membership by the Chair and also the holder and manager of the database/records. The membership database/records shall not be used to directly promote the products and services of commercial organisations.

5. Officers

1. The positions of Chair, Secretary and Treasurer shall be decided by election from amongst SEG's members at the Annual General Meeting.
2. Other SEG members may take on specific roles to be agreed by the SEG committee.

6. Meetings

1. There will be an Annual General Meeting to be held in every calendar year at which the Committee will be elected (or stand for re-election). The AGM will consider any business appertaining to SEG of which notice has been given to the Secretary not less than 7 days before the meeting specifying its nature and the names of the proposer and seconder.
2. An Extraordinary General Meeting (EGM) can be called at any time at the discretion of the Committee. Such a meeting will also be convened by the Committee on a requisition, sent to the Secretary, signed by not less than TWENTY members, which must specify particulars of the business to be considered. No other business other than that specified in the requisition or otherwise notified to the Committee not less than 7 days before the meeting will be considered.
3. SEG committee members shall meet every 3 months as a minimum or otherwise as may be required.
4. At least five clear days notice of committee meetings shall be given to members by post or e-mail. All notices of meetings shall detail the matters to be discussed.
5. Every matter shall be determined by a majority of votes of the members present and voting. In the case of equality of votes, the chair of the meeting shall have a casting vote.
6. All voting at any SEG meeting of whatever nature is conducted by a show of hands unless a majority of those present at the meeting call for a secret ballot.
7. A quorum of the Committee shall be 4 members.
8. The secretary shall keep a record of meetings and circulate minutes of meetings to members of SEG not more than 14 days after each meeting.

7. Working Groups

1. The committee may set up and appoint members of such working groups as it considers necessary to carry out the functions specified by the committee.
2. Members of working groups may be members of SEG or volunteers who are co-opted by a member of SEG.
3. Each working group should have a nominated chairperson, who may or may not be a member of SEG.
4. Working groups do not have the power to authorize expenditure on behalf of SEG.
5. Working groups shall be bound by the terms of reference set out for them by SEG.

8. Finance

1. The Treasurer shall keep a clear record of SEG's finances, supported by receipted invoices for expenditure.
2. The Treasurer shall present audited accounts for the previous financial year at the AGM.
3. Members of SEG and working groups shall not be entitled to any remuneration other than reimbursement of expenses which are authorised by SEG in advance and are incurred solely due to authorised activities that are carried out on behalf of SEG.

4. The Treasurer shall draw up and maintain procedures, which shall be approved by SEG, for the submission, authorisation and payment of expenses, including guidance on reasonable claims practice.
5. SEG shall agree and publish the names of individuals, who may authorise cheques issued against SEG's funds. Any issued cheque shall be signed by at least two of the authorised signatories.
6. In the case of internet banking, all transactions are to be carried out by a designated person who shall show all records of SEG's transactions at each quarterly meeting for that quarter.
7. SEG's accounts shall be audited by a competent, independent person at least annually.

9. Disclaimers

1. SEG accepts no liability in respect of any information provided in good faith to members of SEG or in respect of any arrangement entered into privately by members of SEG or non-members.
2. SEG's name, logos and resources cannot be used for any private commercial purposes or in any non-SEG activity.

10. Changes to the Constitution

1. This constitution may be amended with the agreement of at least 8 committee members of SEG.

11. Dissolution of SEG

1. SEG may be wound up by a vote at an AGM or by an EGM called specifically for that purpose. Notice of any meeting for this purpose must be sent to members at least 28 days before any such meeting. Termination of the SEG shall require a two-thirds majority of members eligible to vote present at the meeting.
2. Prior to the dissolution of SEG, any unused funding given as grants to SEG shall be returned to the donor, if possible, if that was a condition of the grant.
3. If SEG is dissolved, the committee shall disburse any surplus SEG funds and SEG assets to non-profit making projects or non-profit making organisations that promote the sustainable development and or the protection of Salford's environment such as, for example, Salford Community Association.

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