

# **CONSTITUTION OF GREATER READING ENVIRONMENTAL NETWORK**

**Adopted 28<sup>th</sup> October 2009, Changed 28<sup>th</sup> November 2013.**

## **1. Name**

The name of the Group shall be: Greater Reading Environmental Network (hereafter referred to as 'the Network').

## **2. Aims and Objectives**

### **2.1 Aims**

The aims of the Network shall be to promote a sustainable society for the benefit of the public and the wider environment through:

- (a) the preservation, conservation and protection of the environment and prudent use of resources;
- (b) the improvement of the conditions of life, especially in socially and economically disadvantaged communities;
- (c) sustainable means of achieving economic sufficiency and well-being.

### **2.2 Objectives**

The Network shall pursue these aims through the following objectives:

- a) To represent and act as a collective 'voice' for organisations, groups and individuals with an interest in sustainability and the environment from Greater Reading, particularly through dialogue with local government and partnerships;
- b) To promote networking, sharing of information and resources and co-operation between such groups in Greater Reading;
- c) To lobby and campaign to influence decisions and shape local policies and plans which will affect sustainability in Greater Reading and the wider environment;
- d) To promote the work of member groups and organisations and act as a 'shop window' for their work, particularly for smaller groups;
- e) To act as a link to the wider voluntary sector and help member organisations access the support and resources which are available through the sector;
- f) To support and undertake work that promotes or builds the sustainability of the communities of Greater Reading and its environment.

## **3. Values**

The values of the Network, set out in the Appendix, shall guide the Network and its members in all its work, relationships and communications.

## **4. Powers**

In order to achieve its aims the Network may:

- (a) Raise money;
- (b) Open bank accounts;
- (c) Take out insurance;
- (d) Employ staff;
- (e) Acquire and manage buildings;
- (f) Organise courses and events;
- (g) Work with other groups and exchange information;
- (h) Do anything that is lawful which will help it to fulfil its aims.

## **5. Membership**

- (a) Membership of the Network shall be open to any voluntary organisation, group or person living, located or working in the Greater Reading area who is willing to subscribe to the values of the Network and abide by its rules;
- (b) Membership shall be available to any voluntary organisation, group or person without regard to gender, race, nationality, disability, sexual identity, religion or belief;
- (c) Every individual member of the Network and each individual member of the Network's member organisations or groups shall have one vote at General Meetings. No individual person shall have more than one vote through being both an individual member of the Network and a member of a Network member organisation or a member of more than one Network member organisation or group;
- (d) The membership of any member may be terminated for good reason by a meeting of the Network's Management Committee, but the member has a right to be heard before a final decision is made and to appeal to a general meeting of the Network.

## **6. Management**

- a) The day to day activities of the Network shall be decided by ordinary member meetings, which will take place at least three times per year;
- b) The legal and financial responsibilities of the Network shall be administered by a Management Committee ('the Committee') of the Officers and not more than three other members elected at the Network's Annual General Meeting;
- c) The Officers of the Committee shall be: the Chairperson, the Treasurer and the Secretary;
- d) The Committee shall meet as required and seven days' notice will normally be given for such meetings;
- e) The quorum for Committee meetings shall be three members;
- f) Voting at Committee meetings shall be by a simple majority. If there is a tied vote then the Chairperson shall have a second vote;
- g) The Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made and the right to appeal to a general meeting of the Network;
- h) The Committee may appoint another member of the Network as a Committee member to fill a vacancy provided the maximum number is not exceeded;
- i) At least fourteen days' notice of ordinary member meetings will be given to members of the Network by the Secretary or other officer of the Network;
- j) Voting at member meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote;
- k) The quorum for ordinary member meetings of the Network shall be six members, of which at least three shall be Committee members;
- l) The Chairperson shall Chair all meetings and in the absence of the Chairperson the members shall elect one of their number to be chairperson for that meeting.

## **7. Duties of the Officers**

- (a) The duties of the Chairperson are to:
  - (i) chair meetings of the Committee and Meetings of the Network;

- (ii) represent the Network at functions/meetings to which the Network has been invited;
- (iii) act as spokesperson for the Network when necessary.

(b) The duties of the Secretary are to:

- (i) take and keep minutes of meetings;
- (ii) prepare the agenda for meetings of the Committee, Member and General Meetings of the Network in consultation with the Chairperson;
- (iii) maintain the membership list;
- (iv) deal with correspondence;
- (v) collect and circulate any relevant information within the Network including notices of all meetings and minutes of them.

(c) The duties of the Treasurer are to:

- (i) supervise the financial affairs of the Network and keep proper accounts that show all monies collected and paid out by the Network;
- (ii) report the current state of finances to the Network Committee meetings and annual accounts to the Annual General Meeting.

## **8. Finance**

- (a) Any money obtained by the Network shall be used only to further the aims of the Network;
- (b) Any bank accounts opened for the Network shall be in the name of the Network;
- (c) Any cheques issued shall be signed by the Treasurer and one other officer of the Network;
- (d) No member of the Network will be paid for their activity supporting the Network or financially benefit from their involvement with the Network in any way. They may be reimbursed for all reasonable expenses.

## **9. Annual General Meeting**

- (a) The Network shall hold an Annual General Meeting in the months of October or November;
- (b) All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an Annual General Meeting shall be six members;
- (d) The business of the Annual General Meeting shall include:
  - (i) receiving a report from the Chairperson on the Network's activities over the year;
  - (ii) receiving a report from the Treasurer on the finances of the Network;
  - (iii) electing a new Management Committee and
  - (iv) considering any other matter as may be decided or notified to the Secretary at least 21 days in advance of the meeting by at least two members of the Network.

## **10. Special General Meeting**

A Special General Meeting may be called by the Management Committee or by any eight members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

## **11. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## **12. Dissolution**

The Network may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group with similar aims.

**This constitution was adopted at a general meeting of the Network on 28<sup>th</sup> October, 2009.**

Signed by elected: Paul Harper Chairperson

Gabriel Berry Secretary

John Hoggett Committee member

Awaiting election:

- Treasurer
  - Committee member
  - Committee member
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## **Change History:**

1. After a vote at the AGM on 28<sup>th</sup> November 2013 the quorum of the AGM was reduced from eight to six.

## **APPENDIX:**

### **Greater Reading Environmental Network - Statement of Values**

The following values will guide the work, relationships and communications of the Network and prospective members will be required to commit to support these as a requirement of membership of the Network.

- A commitment to social and environmental sustainability and justice in Greater Reading and the wider world.
  - Co-operation in sharing information and working together to increase the influence of the Network in the Greater Reading area.
  - Independence from government, business, and vested interests and a willingness to challenge them when necessary on environmental issues.
  - Clear and effective communication to promote the network's objectives and the importance of Sustainability and environmental issues.
  - Fair representation of members' views.
  - Respect for diversity and working positively toward equality of opportunity.
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