

Tankersley and Pilley Environmental Group (TPEG)

Constitution

1. **Aim:** to improve and maintain the physical environment of Tankersley Parish with like minded volunteers

2. **Objectives:** in order to meet the aim, TPEG will

- plant bulbs, trees and shrubs
- undertake simple maintenance of woodland, footpaths and other areas
- clear litter and encourage others not to litter
- improve the biodiversity of the Parish
- undertake other tasks consistent with the aim

3. **Cooperation:** TPEG will consult and work with

- Barnsley Metropolitan Borough Council
- Tankersley Parish Council
- Friends of Broad Ings
- Local businesses
- Other Interested parties

4. **Membership:** there will be two categories of membership: (i) active members who have expressed their willingness to take part in the activities of the group, and (ii) supportive members who, whilst not wanting to take part in the activities, are interested and supportive of its activities.

Membership will be obtained by giving name and email contact details in the appropriate category on the TPEG website. A member may withdraw from the group by unsubscribing from an email sent by the Group.

The membership of any member may be terminated for good reason by the Management Committee, however the member has a right to be heard by the Management Committee before a final decision is made.

5. **Management Committee:** the Group will be administered by a Management Committee of seven members. They will be elected by registered members at the Group's Annual General Meeting. No two members of the Management Committee may be related to each other or live in the same household. The Management Committee will appoint a chairperson, a deputy chairperson, a secretary and a treasurer from within the Committee at its first meeting after the Annual General Meeting. If fewer than seven members are appointed at the Annual General Meeting the committee may co-opt more subject to the maximum size not being exceeded and the meeting at which the appointments are made being quorate.

6. **Meetings:**

There will be an Annual General Meeting of the Group. The agenda will be

- Annual report of the chairperson
- Report on the finances by the treasurer
- Other business as required
- Election of the new Management Committee

An annual meeting must take place no later than fifteen months from the previous one.

A Special Meeting of members may be called by the Management Committee to discuss urgent matters.

A General Meeting may be called at any time by the Management Committee or by four ordinary registered members of the group.

The Management Committee shall meet at least three times each year. The meetings shall be open to members and others in the community who are entitled to ask questions, share their opinions and raise relevant matters with the Management Committee. If an urgent decision is required before the next Management Committee meeting its members may conduct a virtual meeting by email or other electronic means. A deadline for a decision may be made, and will hold as long as the number responding is at least equal to the quorum. The results of the decision will be reported at the next formal meeting.

If a vote is required at a meeting it will be by a show of hands, and if there is a tie then the Chairperson will have a casting vote.

Notification of a meeting will be sent to all registered members via email, notification will also be posted on the Group's website and shared on social media. The agenda and papers for an Annual General Meeting will be posted on the Group's website at least two weeks before the meeting. The agenda and papers for a Management Committee meeting and a Special Meeting will be posted at least one week before.

The quorum for an Annual General Meeting, for a General and for a Special Meeting shall be 10 registered members. The quorum for a Management Committee meeting shall be four members.

7. Summary Responsibilities:

The Chairperson shall chair all Management Committee, General and Special Meetings. If the Chairperson is not present then the Deputy Chairperson will chair the meetings. If neither is at the meeting then those present shall elect a person to chair that meeting from within their number.

The secretary shall prepare the agenda and minutes of Committees, also prepare the papers for the Annual General, General and Special Meetings. Draft minutes will be published as soon as practical afterwards. The secretary will maintain the membership list.

The treasurer shall keep accounts that show all monies collected and paid out by the Group. The treasurer will organise payments authorised by the Management Committee by cheque or bank transfer.

The Management Committee is responsible for and must authorise all expenditure. Expenditure of less than £20 may be delegated to the Chairperson or Treasurer. The Management Committee will also be responsible for preparing and submitting applications for funds from outside bodies.

The Committee shall allocate other duties as it thinks fit.

8. Finance: TPEG will maintain a bank account. Cheques may only be paid out of the account when signed by two members authorised by a General or Special Meeting. There will be three authorised signatories no two of whom shall be related to each other or living in the same household. The Treasurer may keep a petty cash reserve for small items of expenditure. An internal audit of the accounts will be carried out by a member who is not on the Management Committee.

The financial year will be 6 April to 5 April the following year.

9. **Equipment Register:** A register of all equipment owned by the Group will be maintained together with the normal storage location of each piece.
10. **Projects:** any member of the of the Group or of the general public may suggest a project or task to be undertaken. The Management Committee will consider large projects, those which are not of a maintenance nature or for which there are significant financial implications, and if it decides they can be will ask a member, who could be one of themselves, to take a lead in organising the project.
11. **Third Party Liability Insurance:** when funds allow third party liability insurance will be purchased for the Group.
12. **Amendments** to the constitution can only be made an Annual or Special meeting.
13. **Transparency - Freedom of Information:** all documents produced by or received by the Group will be made available to any person on request. The information must be made available within four weeks of the request being made.
14. **Complaints Procedure:** the Management Committee must give a full response to any complaint within four weeks of the complaint being made.
15. **Winding up:** TPEG may only be wound up at a Annual or Special meeting. Any assets including cash in the bank and petty cash should be donated to another group or institution having community involvement as its aim. In the event that a quorate meeting cannot be held then the assets will be donated to Tankersley Community Association.

Transitional Arrangements: as at the time of implementation of the new constitution there will be no registered members, a meeting of all interested parties will be called by any person or persons who take it upon themselves to do so. Details of the meeting will be circulated to all appropriate local people who have expressed an interest in TPEG, and for whom contact details are available, and will be placed on the TPEG website and social media.

Adopted: 10 February 2020