

Tankersley & Pilley Environmental Group Constitution

1. Name

The name of the group shall be Tankersley & Pilley Environmental Group (TPEG)

2. Aims

The aim of TPEG will be:

- To improve and maintain the physical environment of Tankersley & Pilley

3. Membership

Membership is open to anyone who is listed on the mailing list at tpegbarnsley.co.uk:

- Membership will begin once details are confirmed on the mailing list.
- There will be no annual membership fee.
- A list of confirmed members will be maintained by the secretary.

Ceasing to be a member

- Members may resign at any time by removing their name from the tpegbarnsley.co.uk mailing list.
- Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the TPEG committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

TPEG will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Committee

- The business of the group will be carried out by a committee elected at the Annual General Meeting. The committee will meet as necessary and not less than twice a year.
- The committee will consist of up to 5 members. 2 additional members may be co-opted onto the committee at the discretion of the committee.
- The committee may not consist of more than 2 members who are related or live in the same household

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings.
- Vice Chair, who shall be responsible as Chair in their absence.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers & shall be responsible for keeping records of members
- 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.

Any committee member not attending a meeting without apology for SIX months will be contacted by the committee and asked if they wish to resign.

The committee meetings will be open to any member of TPEG wishing to attend, who may speak but not vote.

If an urgent decision is required before the next scheduled meeting, the committee may hold a physical meeting or by other electronic means.

6. Meetings

- All Meetings may be held physically in person, virtually or a combination of both.
- Any meeting must include a minimum of 2 committee members.
- The quorum for all meetings will be 4 members.

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

- All members will be notified by email at least 14 days before the date of the meeting, giving the venue, date and time.
- Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

At the AGM:-

- The committee will present a report of the work of TPEG over the year.
- The committee will present the accounts of TPEG for the previous year.
- The committee for the next year will be elected.
- 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 majority of the committee, or at least 10 other members giving a written request to the Chair or Secretary stating the reason for their request.

- The meeting will take place within 21 days of the request.
- All members will be given 7 days notice of such a meeting, giving the venue, date, time and agenda, and notice will be by email.

6.3 General Meetings

- General Meetings are open to all members and will be held at least once every 6 months or more often if necessary.
- All members will be given 14 days notice of such a meeting, giving the venue, date, time and agenda, and notice will be by email.

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 of everyone present.
- If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of committee 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 TPEG at a bank agreed by the committee.

- A minimum of three cheque signatories will be nominated by the committee (one to be the Treasurer).
- For cheque payments, 1 of the the signatories and the Treasurer will sign the cheque.

- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), authorisation will be agreed in writing by two signatories, and held by the treasurer. This may be by email.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

The accounts will be audited annually

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

9. Complaints

- The committee will address any issues raised and respond accordingly within 4 weeks.

10. Amendments to the Constitution

- Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.
- Any proposal to amend the constitution will require a simple majority of those present at the meeting and entitled to vote.

11. Dissolution

- If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.
- If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to local charitable organisations. The organisation(s) will be agreed at the meeting which agrees the dissolution.
- In the event that a quorate meeting cannot be held, the assets will be donated to Tankersley Community Association.

This constitution was agreed, and adopted at the Special General Meeting of TPEG on:-

Date 22nd June 2020

Name and position in group James Walker - Chair

Name and position in group Anne Hirst - Secretary

Constitution Updated June 2020