

Constitution for LitterfreeSB

1. Name:

The name of the group shall be LitterfreeSB

2. Aims The aims of LitterfreeSB will be:

- to promote a litter free community in Sowerby Bridge
- to organise litter picking events in the Sowerby Bridge area
- to reach into the community, e.g. schools, to promote understanding of the issues with litter

3. Volunteers

Adult volunteer status applies to anyone who:

- is over 16 years old; and
- lives in Sowerby Bridge or the surrounding area (people outside area with Sowerby Bridge connections to be reviewed ad hoc); and
- supports the aims of LitterfreeSB

Junior volunteer status applies to anyone who:

- is under 16 years old; and
- lives in Sowerby Bridge or the surrounding area (people outside area with Sowerby Bridge connections to be reviewed ad hoc); and
- supports the aims of LitterfreeSB; and
- has parent or guardian approval

- Volunteer status will begin as soon as the volunteer agrees to join the group as a volunteer.
- No membership fee is payable.
- A list of all Committee members and volunteers will be kept by the membership secretary.
- Ceasing to be a volunteer: Volunteers may resign at any time in writing to the secretary.
- 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 management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities:

LitterfreeSB 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 an Annual General Meeting or a Special General Meeting.
- The Committee will meet as necessary, and not less than once a year.
- The Committee will consist of 4 members, composed of 3 officers and one non-officer.
- Up to 3 additional members may be co-opted onto the committee at the discretion of the committee.
- The officers' roles are as follows:
 - Chair treasurer, who shall chair both general and committee meetings.
 - Treasurer, who shall
 - keep account and report to the committee and general meetings, details of all income, expenditure and bank balances.
 - arrange such public liability insurance as deemed necessary.

- make grant applications.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers.
- 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 two consecutive meetings without apology will be contacted by the committee and asked if they wish to resign.
- Committee meetings will be open to any member of LitterfreeSB wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

- An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- All committee members and volunteers will be notified, wherever possible, in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.
- Nominations for the vacant committee positions may be made to the Secretary before the meeting, or at the meeting.
- The quorum for the AGM will be three committee members and five volunteers.
- At the AGM:-
 - The Committee will present a report of the work of LitterfreeSB over the year.
 - The Committee will present the income and expenditure records of LitterfreeSB for the previous year.
 - The officers and 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 eight other members giving a written request to the Chair or Secretary stating the reason for their request.
- The meeting will take place within twenty-one days of the request.
- All committee members and volunteers, wherever possible, will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- The quorum for the Special General Meeting will be three committee members and five volunteers

6.4 Committee Meetings

- Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.
- The quorum for Committee meetings is three Committee members.

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

- Two signatories will be nominated by the Committee.
- The signatories must not be related nor members of the same household. All payments will be approved by two of the signatories.
- For cheque payments, two signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be approved by these two signatories, and copies held by the treasurer and secretary.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- All money raised by or on behalf of LitterfreeSB is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. 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 two thirds majority of those present and entitled to vote.

10. 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 discuss dissolution of 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 a local charitable organisation.
- The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was updated and agreed at the Annual General Meeting of LitterfreeSB on 12th May 2024