

Crowthorne Reduce Our Waste (CROW) Constitution as an Unincorporated Association September 2019

1. Name

The name of the group is Crowthorne Reduce Our Waste (CROW)

2. Objectives

CROW is a voluntary not-for-profit community group, founded in 2018 to free where we live from single-use plastic. Crowthorne was certified as a Plastic Free Community, January 2019 by Surfers Against Sewage (SAS). CROW will continue its efforts to build a sustainable and environmentally sensitive community by:

- engaging in issues that preserve and enhance the village's environment, including energy use, waste and resource-efficiency;
- source reliable information, attract involvement and suggest practical solutions as appropriate;
- combine education and awareness-raising with action and policy influence.

CROW functions within the framework of the Community Plan prepared by Wokingham Without (WWPC) and Crowthorne Parish (CPC) Councils; and is aligned with SAS Plastic Free Communities. As such, CROW will continue to drive local governance, build resistance hubs with local business, work with plastic free allies and run plastic free events.

3. CROW works towards these objectives by

- organising meetings, events, talks, presentations and workshops on relevant topics;
- providing information to, and promoting good practice among its members, supporters, businesses, schools, local groups and the wider community;
- collaborating and exchanging information with other environmental and community groups in Berkshire and beyond;
- raising money to fund its activities.

Key partners include:

- Crowthorne businesses
- Community Groups (including Churches, Scouts etc)
- Schools
- Broader Community
- Parish Councils, Regional Councils and Government
- Surfers Against Sewage

4. Membership

Full membership with voting rights is open to any individual or any organisation wishing to:

- support CROW and its objectives; and
- lives in Crowthorne or the surrounding area; and
- is a Member of the CROW Facebook group (Crowthorne Reduce Our Waste) or registered as a Member on the CROW Offline Membership List.

Any member organisation will appoint one named representative to attend and vote at meetings or send a proxy representative.

A list of the Members will be kept by the Membership Secretary.

Ceasing to be a Member

- Members may resign at any time;
- Members may remove themselves from the Facebook group, or request via the Membership Secretary, that their name be removed from the Offline Membership List.

Any offensive behavior, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities statement (No. 5) may be asked to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned will have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

5. Equal Opportunities

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

6. Funding

CROW is funded by:

- donations;
- by means of other solicitations;
- applications to grant-awarding bodies.

7. Officers and Committee

CROW is administered by a committee of unpaid officers elected at each AGM from among and by the membership, to whom the officers are accountable.

The Committee will consist of 8 Members; 7 Officers (or less where roles are combined) and 1 Committee Members (more where roles are combined).

The roles include:

- Chair
- Secretary
- Membership Secretary
- Treasurer
- Volunteer Coordinator
- Events Coordinator
- Media Coordinator

8. Duties of the Officers

Chair

- chairs membership, public and officers' meetings, with a casting vote if necessary;
- represents, or send a proxy for, CROW at functions/meetings to which it is invited;
- is the Plastic Free Community leader who connects with and represents SAS Plastic Free Communities;
- speaks officially on behalf of CROW when necessary.

Secretary

- deals with all correspondence;
- arranges public and officers' meetings (agenda, bookings etc);
- takes, keeps and shares minutes of meetings;
- maintains files.

Membership Secretary

- maintains the membership lists adhering to data protection requirements;
- approves FB requests for membership;
- welcomes new Members;
- explains obligations of membership;
- provides newsletters, promotional materials, and other publications to Offline Members;
- removes members where rules have not been adhered to.

Treasurer

- collects and receipts voluntary donations;
- coordinates fundraising efforts;
- manages the CROW bank account, ensuring that any payments are authorised by the treasurer and one other nominated officer;
- ensures that any money obtained by CROW is used only for its agreed objectives;
- keeps proper accounts showing all money collected and paid out by CROW;
- makes a financial report to members at each AGM.

Volunteer Coordinator

- liaises with CROW project associates (those who manage projects that are aligned to CROW objectives);
- provides guidance on managing projects, obtaining community support and media coverage;
- reports out on associate projects at committee meetings.

Events Coordinator

- maintains calendar of events;

- clarifies and mitigates for public liability;
- ensures events are planned and resourced appropriately;
- supports event leads in running the event;
- reports out on events – successes and lessons learned.

Media Coordinator

- maintains media contacts register;
- maintains annual communications plan;
- manages and updates social media platforms;
- drafts communications for members, events and for speaking engagements;
- manages event communications plan.

General

In the event of an officer standing down during the year a replacement will be elected by the Committee ahead of the next General Meeting of members. Should more than two Committee Members resign concurrently, a Special General Meeting will be called.

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

No Committee Member may commit the association to any contract or expense without consent of the Treasurer, the Chair plus two other Committee Members; and that all expenses are funded in advance.

All Committee Members will adhere to the CROW Committee Members' Code of Conduct.

9. Meetings

All meetings will be open to any member of CROW wishing to attend, who may speak but not vote.

Annual General Meeting

The first AGM will be held within 14 months of this constitution being signed. Thereafter, an Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

- all members must have at least fourteen days' notice of the AGM;
- the quorum for an AGM is 10 members;
- all members are entitled to vote at the AGM;
- the business of the AGM will include:
 - a report from the chair on CROW's activities over the year
 - a financial report from the treasurer
 - electing officers for the coming year

Decisions at the AGM, except those affecting the terms of this Constitution, are taken by consensus or by simple majority vote of those present and voting.

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 members 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 10% of the membership or 10 members, whichever is the greater number.

Committee Meetings

Committee meetings may be called by the Chair or Secretary and should occur every 4 – 6 weeks. Committee members must receive notice of meetings, and a meeting Agenda at least 3 days before the meeting.

The quorum for Committee meetings is three Committee members.

Special Committee Meeting

A Special Committee Meeting will be held quarterly for key stakeholders (WWPC, CPC, Chair of Traders Association etc).

The Chair will determine the invitees. Invitees 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 a Special Committee Meeting is three Committee members.

10. Rules of Procedure for meetings

The Agenda items are discussed and 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.

Meeting minutes will be recorded and circulated within 10 days of the meeting date.

11. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the 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 signed by two signatories, and held by the treasurer.

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 CROW is only to be used to further the aims of the group, as specified in item 2 of this constitution.

12. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at a quorate AGM.

13. Dissolution

CROW can be wound up at any time if agreed by two-thirds of those members present and voting at a quorate AGM. In the event of winding up, any assets remaining after all debts have been paid will be given to another Group with similar aims or returned to the grant-giving body if appropriate.

This constitution was adopted on 30 September, 2019.

Signed by:

Chair:

Secretary:

Treasurer: