

Swansea Environmental Forum

CONSTITUTION

1. NAME

The name of the Association is Swansea Environmental Forum (hereinafter called "SEF").

2. AIMS AND OBJECTIVES OF SEF

The aim of SEF is to promote and facilitate environmental sustainability*.

In order to achieve this, SEF will strive to:

- Influence policy and action
- Drive behaviour change
- Encourage and support partnership working
- Develop and support environmental projects and innovation
- Provide expertise, collate evidence and highlight priority areas for action

** definition of environmental sustainability: ensuring that our actions today do not reduce the environment's capacity to sustain life in the future*

3. POWERS

In order to carry out its aims SEF has the power to:

- (1) raise funds and receive grants and donations
- (2) apply funds to carry out its work
- (3) do anything which is lawful and necessary to achieve its aims and objectives

4. MEMBERSHIP

a) Full membership is open to:

- i) Individuals of 18 years and over who are interested in furthering the aims of SEF
- ii) National, international and local voluntary, statutory or other non-profit-distributing organisations whether corporate or unincorporated which are interested in furthering the aims of SEF.

b) Associate membership is open to:

- iii) Any young person under 18 years of age who is interested in furthering the aims of SEF.
- iv) Any commercial or other organisation that does not fit into a)ii), which is

interested in furthering the aims of SEF.

Associate members are not entitled to vote.

The executive committee shall have the right to approve or reject applications for membership, and for good and sufficient reason to terminate the membership of any individual or organisation PROVIDED THAT the member concerned shall have the right to be heard by the executive committee before a final decision is made.

SEF may choose at a General Meeting to levy a membership fee or annual subscription fee.

5. EXECUTIVE COMMITTEE

The executive committee ('the committee') consists of a minimum of 5 members and a maximum of 27.

To maintain balance, the committee will have no more than two thirds of its members from either the public or voluntary sectors.

Up to 18 members will be elected from SEF's membership. The elected members can co-opt up to 9 additional committee members to ensure that all the relevant areas of expertise are represented on the committee.

All elected committee members will retire in a three-year rotation, but can be re-elected if willing to stand. In the event of retirement or death of an elected member the vacancy may be filled by nomination by the committee.

Co-opted members will stand down each year but may be re-appointed by the committee.

The committee will appoint a Chair, Vice-Chair, Secretary, Treasurer and other officers as appropriate. This will be reviewed annually.

The committee will meet at least 4 times a year.

Proper minutes will be kept of decisions made by the committee.

Decisions will generally be made by consensus; if consensus cannot be found then decisions will be made by a majority vote. In the event of a tie, the vote will be taken again until a decision is reached.

The quorum for meetings will be 4 or a third of the committee, whichever is greater.

6. DELEGATION – Subcommittee rules

The executive committee may delegate any of their powers or functions to a subcommittee of two or more executive committee members but the terms of any such delegation must be recorded in the minutes.

Subcommittees may co-opt additional members who are not members of SEF but have expertise relevant to the work of the subcommittee.

The executive committee may impose conditions when delegating, including the conditions that:

- the relevant powers are to be exercised exclusively by the subcommittee to whom they are delegated;
- no expenditure may be incurred on behalf of SEF except in accordance with a budget previously agreed with the executive committee.

The executive committee may revoke or alter a delegation.

All accounts and proceedings of any subcommittee must be fully and regularly reported to the executive committee.

7. ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) will be held within 9 months of the end of the financial year.

At each AGM the executive committee will:

- Report on the previous year's activities
- Give a financial report for the previous year
- Conduct an election of executive committee members
- Appoint an Independent Financial Examiner

8. GENERAL MEETINGS

General Meetings can be held for the following purposes:

- (1) Winding up – any money or property remaining after payment of debts must be given to a charity with similar purposes to SEF.
- (2) Changes to the constitution – can also be made at AGMs.
- (3) Called on written request from at least 15 members or a fifth of the membership, whichever is greater.
- (4) For the executive committee to consult the membership.

9. NOTICE, QUORUM and VOTING AT GENERAL MEETINGS

All members must be given 14 days notice and told the reason for the meeting. The quorum for General Meetings will be 20 or a fifth of members, whichever is lower.

Decisions will generally be made by consensus; if consensus cannot be found then decisions will be made by a majority vote. In the event of a tie, the vote will be taken again until a decision is reached.

Minutes must be kept.

10. FINANCE and PROPERTY

All property and funds raised by or on behalf of SEF will be used to further the aims of the group and for no other purpose.

The Treasurer will keep proper records of the finances of the group and allow independent checking of these records.

SEF will hold its funds in an account with a bank/building society, as the executive committee shall from time to time decide. The account will be in the group's name and the executive committee will authorise the Chair, Treasurer and up to three other executive committee members as signatories. All cheques must be signed by two of the signatories.

A report of each year's income and expenses covering the period up to the end of March will be prepared for presentation to members at the Annual General Meeting. An Independent Financial Examiner, appointed at the previous Annual General Meeting, will certify this report.

Members may be reimbursed for reasonable expenses properly incurred when acting on behalf of SEF.

None of the income or property of SEF may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of SEF. This does not prevent a member receiving reasonable and proper remuneration for any goods or services supplied to the group.

If it is proposed that a member should receive a benefit from SEF for provision of goods or services that member must:

- Declare his or her interest in the proposal;
- Not be present at a meeting or the relevant part of a meeting where the benefit is to be awarded and not vote on the proposal;
- Not be counted in determining whether the meeting is quorate.

In making a decision to contract with or employ a member, those members that will not receive a benefit must be satisfied that it is in the interests of SEF and record the reasons for their decision in the minutes.

No member may be paid or receive any benefits for being an executive committee or subcommittee member.

Signed	Position in SEF
.....
.....
.....

On behalf of Swansea Environmental Forum

Date