

Warkworth Green Matters

Articles of Association

1. Name

- The name of the Group shall be **Warkworth Green Matters. (WGM)**

2. Aims

The aims of Warkworth Green Matters shall be:

- To inform, influence and act to facilitate greener ways of living in and around Warkworth.
- To design and implement practical projects, usually through WGM sub-groups, that protect nature, conserve wildlife and increase climate mitigation, adaptation and resilience in the local community.
- To engage members of the community in this work, through information, education and participation, and generally in accordance with the nature recovery and climate action policies of Northumberland County Council.

3. Membership

- Membership is open to anyone interested in helping the Group to achieve its aims.
- Members agree to abide by the constitution, safeguarding policy, equality and diversity policy and any other WGM policies.
- Membership commences when this agreement is made in writing/by email.
- There are no membership fees.
- The Committee will review Membership annually.

Ceasing to be a member

- Members may resign at any time by notifying the secretary.
- Any offensive behaviour including racist, sexist or inflammatory remarks will not be permitted. Anyone behaving in such a way or failing to respect the equality and diversity policy or safeguarding policy or any other policies, may be asked to leave the group. The individual concerned shall

have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

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4. Management Committee

- The business of the group will be carried out by a Management Committee **"The Committee"** elected at the Annual General Meeting. The Committee will meet as necessary and not less than two times a year.
- The Officers of the Committee shall be: the Chairperson, the Treasurer, the Secretary and the Membership Secretary
- At least three Committee members must be present for a Committee meeting to take place. Any significant decisions will need approval by the remaining Committee members (email is acceptable).
- Voting at Committee meetings shall be by a show of hands. If there is a tied vote, then the Chairperson shall have a second vote.
- The Committee shall have the power to exclude any member of the Committee for good and proper reason.
- The Committee may co-opt any other member as a Committee member to fill a vacancy or need
- Risk Assessments are required for all projects and activities. The Committee shall be informed about projects or activities proposed by Green Matters sub-groups or Green Matters individual members, for the Committee to evaluate such projects or activities, particularly in relation to policy compliance, risk assessment and financial implications. If necessary, the Committee may request further information to enable it to endorse the project or activity as appropriate for Green Matters. The Committee will need to be kept fully informed of all relevant risk and financial implications as a project progresses and will take no responsibility for decisions made without Committee approval.

5. Duties of the Officers

- The duties of the **Chairperson** shall be to: Chair meetings of the Committee and the Group, and to act as the spokesperson of the Group when necessary.

- The duties of the **Secretary** shall be to: prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group; take and keep minutes of all meetings and collect and circulate any relevant information within the Committee.
- The duties of the **Membership Secretary** shall be to hold the membership list and communicate with Members as required.
- The duties of the **Treasurer** shall be to: supervise the financial affairs of the Group and keep proper accounts that show all monies received and paid out by the Group.

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6. Finance

- All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- Any bank accounts opened for the Group shall be in the name of the Group.
- Any cheques issued shall be signed by the Treasurer and one other signatory.
- The Group shall provide an annual account, to be verified by a person independent of Green Matters.

7. Annual General Meetings

- The Group shall hold an Annual General Meeting (AGM) within fifteen months of the previous AGM.
- All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- The business of the AGM shall include: receiving a report from the Chairperson on the Group's activities over the year; receiving a report from the Treasurer on the finances of the Group; electing a new Committee and considering any other matter as may be decided.
- At least 3 members of the Committee must be present for the Annual General Meeting and any other General Meeting to take place.

8. Special General Meetings

- A Special General Meeting may be called by the Committee to discuss an urgent matter.
- The Secretary shall give all members as much notice as possible of any Special General Meeting together with notice of the business to be discussed.

9. General Meetings

- There shall be General Meetings (excluding the AGM) as required throughout each year.
- All members shall be notified in advance of a General Meeting and shall be entitled to attend.

10. Amendments to the Constitution

- Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at Special General Meeting or AGM

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11. Dissolution

- The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting.
- In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

12. Adoption of the Constitution

Until the first AGM takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted by the Committee on 8th December 2023, to run until amendments required.

Name.....
 Address

Position
Signed

Name.....
Address
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Position
Signed

Name.....
Address
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Position
Signed