



Bradford and District Environment Forum

Constitution

Adopted on 27th February 2008

1. NAME

The name of the Organisation will be **Bradford and District Environment Forum**, known as **Bradford Environment Forum (BEF)**, hereafter referred to as the Organisation.

2. AREA OF BENEFIT

The area of benefit of the organisation shall be Bradford Metropolitan District.

3. OBJECT

To provide third sector representation in strategic discussions and the provision of an environmental network in the Bradford District which will enable third sector organisations and community groups to work together to maximise positive environmental activity in the Bradford District.

4. POWERS

- i) To elect from the membership representatives to a range of Strategic Partnerships.
- ii) To represent the Environment Groups within the Third Sector.
- iii) To provide a forum for exchange of resources, advice and partnership work.
- iv) To organise regular meetings to share information and develop knowledge
- v) To operate a website to promote environmental activity in Bradford
- vi) To attend public events and promote the work of the BEF members

- vii) To provide promotional material relating to the projects and services of BEF members
- viii) To raise funds and operate a bank account
- ix) To contract employment of BEF staff to an agreed host organisation, if necessary.
- x) To respond to local, regional and national government consultations.
- xi) To do all such other lawful things as are necessary to further the objects of the organisation

5. MEMBERSHIP

- i) There will be two categories of membership.

Full Membership:

- Any third sector group which is locally managed and supports the objects of the Organisation and who has paid any annual subscription laid down from time to time by the Management Committee.
- Groups will nominate a named person to be their official representative in all dealings with the organisation. The member can authorise a proxy representative.

Associate Membership:

- Any groups and individuals who support the objects of the Organisation but do not represent Third Sector organisations or are not locally managed, but who have paid any annual subscription laid down from time to time by the Management Committee. Associate members do not have voting rights and cannot represent the Organisation at Strategic Partnership.

- ii) In addition:

- Every full member shall have one vote.
- The Secretary will keep an up-to-date record of Full and Associate membership, including details of official representatives and payment of subscription.
- Membership may be terminated by the Management Committee on the grounds of a member or group acting against the objects of the organisation or bringing the Organisation into disrepute.
- Any member can withdraw their membership at any time by writing to the Management Committee.
- All members are able to attend Management Committee meetings as an observer.

6. MEETINGS

6A. ANNUAL GENERAL MEETING

- i) An annual general meeting shall be held in each calendar year, and within 15 months of the previous AGM. The date, time and place to be determined by the committee.
- ii) Each annual meeting shall be convened by the secretary who shall notify all members in writing or email at least 21 days before the date of that meeting.
- iii) Any motion for consideration at the annual general meeting must be in the Secretary's hands no later than 14 days prior to the date of the meeting.
- iv) The business of the annual general meeting shall include:
 - a) Adoption of annual report and accounts and appointment of independent examiner/auditor as appropriate.
 - b) Election of Management Committee:
 - c) Election of BEF Strategic Representatives
- v) Nominations for committee members and representatives should be submitted to the Secretary 10 days before the annual general meeting. If there are more nominations than there are vacancies to be filled, an election will be held.
- vi) Every Full Member shall be entitled to one vote.
- vii) The quorum for both the annual general meeting and special meetings will be 10 voting members or one tenth of the membership present and eligible to vote, whichever is the greatest.

6B. SPECIAL GENERAL MEETINGS

A special general meeting should be convened at the request of at least 5 members, made in writing to the secretary. Such a meeting shall be held within 30 days of that request. Agenda and motions submitted should be circulated to all members.

6C. OPEN MEETINGS

In addition to committee meetings, AGM and special general meetings the Organisation will continue to hold open meetings to deliver the objects of the Organisation.

7. MANAGEMENT COMMITTEE.

The duty of the Management Committee will be to carry out the objects, provide the management and control the affairs of the Organisation. The Management Committee will oversee the work of any paid staff.

- i) At the first meeting after the Annual General Meeting of the Organisation, the members shall elect from amongst themselves a Chair, Treasurer and Secretary (the officers) who shall hold office from the conclusion of that meeting. The Chair will be a representative of a Full Member Organisation.
- ii) Up to 10 additional members of the committee will also be elected from the membership at the Annual General Meeting.
- iii) The Committee will aim to recruit members from voluntary community groups.
- iv) The Committee shall have the authority to co-opt additional members to the committee as necessary. Co-opted members do not have voting rights.
- v) In the event of any committee member resigning before the expiry of office the committee shall co-opt a member to fill this vacancy. In the event of an Officer resigning, a replacement shall be elected by the committee from amongst its own members.
- vi) All members of the Management Committee shall resign at the AGM but shall then be eligible for re-election.
- vii) The committee shall meet no less than four times annually.
- viii) There shall be a quorum when at least one third of the members of the committee or 3 members of the committee, whichever is the greater, are present at the meeting.
- ix) The management committee will aim to reach decisions by a clear consensus, failing this decision will be made by vote with the Chair holding the casting vote.
- x) The committee shall keep minutes of the proceedings at meetings of the committee and sub-committees.
- xi) During any period when there exists the role of a paid co-ordinator the Organisational responsibilities of the Secretary can be devolved to the co-ordinator.
- xii) The committee may invite any persons with particular knowledge, experience or skill to attend committee meetings on special issues but without having the right to vote.
- xiii) The committee may set up sub-committees and working groups from time to time, establishing their terms of reference and any delegated responsibilities as appropriate.
- xiv) All committee members should be emailed or sent written notice of all meetings at least 7 days in advance of such meetings unless, when there is urgent business, shorter notice is unavoidable.

8. BEF STRATEGIC REPRESENTATIVES

The duty of the BEF Strategic Representatives will be to provide representation and influence in strategic discussions in the District on behalf of the Organisation. The Representatives will act as the communication link between members and strategic bodies.

- i) Organisational Representatives shall be elected by members at the AGM.
- ii) Any individual from a full member organisation can be nominated as a Representative.
- iii) Representatives will be elected for two years. Half the total number of representatives will stand down each year (these will be the longest serving representatives if this is distinguishable).
- iv) Retiring representatives can put themselves forward for re-nomination.
- v) In the event of any representative resigning before the expiry of office the organisation's full members shall co-opt a representative to fill this vacancy.
- vi) Representatives will be part of the Management Committee.
- vii) At any time when there are more Representatives than BEF votes at Strategic Partnership the Representatives will endeavour to vote to represent the majority view.

9. FINANCE

- i) All monies raised on or behalf of the Organisation should be used to further the objects of the Organisation.
- ii) The treasurer shall keep account of all income and expenditure and shall submit accounts to the annual general meeting.
- iii) An ethical bank or building society account shall be established in the name of the organisation and withdrawals shall be made on the signature of any two out of four named committee members, to include the Treasurer.
- iv) Members of the Management Committee may claim reasonable out of pocket expenses whilst on business on behalf of the Organisation when funding makes this possible.

10. ALTERATIONS TO THE CONSTITUTION

This constitution may be altered by means of a resolution passed by a two-thirds majority of those present and voting at any general meeting or special meeting called for that purpose.

11. DISSOLUTION OF THE ORGANISATION

The Organisation may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present and voting at any general meeting or special meeting called for that purpose. Members shall be notified of any such meeting in writing with 21 days notice.

The Organisation's assets will be distributed as voted upon at that meeting, following the satisfaction of all debts and liabilities, to other voluntary organisations with similar objects.