

CONSTITUTION OF MACCTASTIC ECO NETWORK

1. NAME

The name of the Organisation shall be **Macctastic Eco Network** (hereinafter referred to as the Organisation).

2. OBJECTIVES of MACCTASTIC ECO NETWORK

1. To advance the education and awareness of the public in environmental, sustainability and climate change issues;
2. To hold regular public meetings in the Macclesfield area;
3. To initiate and oversee activities, events and projects in the Macclesfield area;
4. To facilitate dialogue with other similar groups, organisations and local government;
5. To bring together individuals, businesses, community groups, local government and other stakeholders, to explore and promote sustainable behaviours in Macclesfield;
6. To be a forum for information, research and reference about environmental and sustainability concerns and activities in Macclesfield and beyond.

3. MEMBERSHIP

- a) Membership of the Organisation will be open to all interested parties in the Macclesfield area who accept and abide by the objectives and guiding principles of the Organisation.
- b) Any person wishing to become a member must submit a request or express interest as appropriate.
- c) The Executive Committee may, at its discretion, refuse any application for membership. The reason for refusal will be communicated to the applicant.
- d) Any member wishing to withdraw from membership must inform the Organisation in writing.

Disqualification - The Executive committee has the right and responsibility to suspend or expel a member who has brought the name of the Organisation into disrepute, or been deemed to work against the aims of the group. Such a decision can only be made at a quorate meeting of the Executive Committee, after at least one month's notice has been given to all members. The result of the vote will be given to the member in question.

4. LEADERSHIP/ADMINISTRATION

- a) The Organisation shall select a Chairperson, a Secretary, a Treasurer (Officers) who shall constitute the Executive Committee of the Organisation, along with any other roles agreed by the Executive Committee that they deem necessary for the smooth running of the Organisation. Sub-group leaders may be nominated to the Executive Committee.
- b) The affairs of the Organisation shall be directed by the Executive Committee, ensuring it is solvent, well-run, and delivering the Objectives of the Organisation. The Executive Committee shall encourage involvement in its activities and shall meet not less than 4 times a year. A quorum of the Committee shall be a minimum of 4 members, 2 of whom should be officers.
- c) The Treasurer shall be responsible for presenting the accounts of the group at least once a year to a General Meeting, and to any other meeting if requested to do so with one month's notice.
- d) The Chairperson and the other Officers of the Organisation shall hold office for a one year term appointed at the Annual General Meeting (AGM). Officers shall be eligible for re-election.
- e) The Chairperson and members of the Executive Committee shall be ex-officio members of any Sub-groups of the Organisation.
- f) Minutes of Executive Committee meetings should be maintained and available to the members.

5. SUB-GROUPS

- a) Sub-groups may be formed within the Organisation in order to focus on specific issues or areas of interest. No Sub-groups within the Organisation shall form without the approval of the Executive Committee. The approval process shall involve presenting a written plan outlining the goals and objectives for the Sub-group to the Executive Committee. The sub-group should promptly inform the executive committee of any changes or deviations once approved. A Sub-group can be dissolved by the Executive Committee if deemed appropriate.
- b) **Sub-group Leadership** - The Leader of the Sub-group may be a member of the Executive Committee for the duration of the Sub-group.
- c) **Sub-group Operation** — The workings of a Sub-group shall be consistent with the Objectives and Interests of the Organisation. All Sub-groups shall be accountable to the Executive Committee for their activities. It is expected that the Sub-group will be in operation until the mandate as approved is completed or cancelled.

- d) **Sub-group Reporting** - A Sub-group will submit a yearly report in advance of the general meeting. A Sub-group may be asked to submit a report in advance of each Executive Committee meeting for inclusion into discussions, newsletters etc, and input into public meetings.
- e) **Sub-group Eligibility** - all members in good standing of the organisation shall be eligible to join a Sub-group. Also, individuals and experts in particular areas not currently members may be recruited for the purpose of enhancing the Sub-group.

7. FINANCES

- a) One officer shall be appointed by the Executive Committee and mandated to carry out the duties of Treasurer. The Treasurer shall be responsible for presenting the accounts of the group at least once a year to a General Meeting, and to any other meeting if requested to do so by a General Meeting, at one month's notice.
- b) Finance shall be raised by the Executive Committee through fund raising events, subscriptions, donations, legacies, grants or other approved means.
- c) The Financial Year shall be from 1 April - 31 March per calendar year.
- d) The Treasurer shall keep proper accounts of the finances of the Organisation. At the end of the financial year the Treasurer will prepare an annual statement of accounts.
- e) If required, the accounts shall be independently audited at least once a year by an Independent Auditor appointed at the Annual General Meeting.
- f) The statement of accounts shall be submitted by the Management Committee to the Annual General Meeting.
- g) None of the Organisation's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its objectives.
- h) A bank account shall be opened in the name of the Organisation with a bank or building society as decided by the Executive Committee.
- i) The Executive Committee shall authorise, in writing, at least 2 members of the Committee, one of whom shall be the Treasurer, to authorise payments on behalf of the Organisation.
- j) All cheques must be signed by not less than two of the authorised signatories, who cannot be related or resident at the same address.

8. DISSOLUTION

The Executive Committee may, by simple majority, decide at any time, on grounds of expense or otherwise, that it is necessary or advisable to dissolve the Organisation. In such instance, it shall call a Special Meeting of the Organisation. Any assets remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred equally to any active projects or to charitable organization(s) with similar aims and objectives to the Organisation.