

Constitution for Slow The Flow: Calderdale

1 AIMS

Slow The Flow: Calderdale is a unincorporated charitable association whose purpose is to engage in 'Citizen Science' projects to identify sites for Natural Flood Management (NFM). We work with partner organisations/landowners to implement such measures with the aim of mitigating the effects of flooding on individuals, households and businesses in the Upper Calder Valley. The group is open to all and is made up of local volunteers with considerable experience of flood risk management, catchment management, construction, engineering, landscape architecture, and public engagement. The work of SlowTheFlow: Calderdale will be solely for public benefit as expressed in the following aims:

- To strongly engage with Calderdale Council (CC) and the Environment Agency (EA) in order to assist with the implementation of the Calderdale Flood Action Plan, and particularly the contribution of NFM to reducing flooding events.
- To inform public bodies, landowners and other interested parties of the benefits of NFM, identifying suitable sites on the Calder Catchment for such interventions, and gaining the support and permission of landowners and flood protection agencies to undertake such measures.
- To quantify by calculation or experimentation the perceived benefits of NFM at identified sites, including improvements to habitat and water quality, and develop a cost/benefit analysis of NFM interventions and apply for funding to implement such interventions.
- To assist other voluntary and statutory groups/agencies with technical aspects of NFM, and to help coordinate activities/programmes and information flows between organisations.
- To promote NFM and its role within the Calder Catchment to the public with special emphasis on educating school pupils through project engagement.

2 THE OFFICERS AND THE MANAGEMENT GROUP

The business of **Slow The Flow: Calderdale** will be carried out by a **Management Group** elected at the **Annual General Meeting**. **The Management Group** will meet as necessary and not less than 6 times a year. **The Management Group** will consist of 7 officers who will also be **Members** of the Group. Additional **Members** may be co-opted onto the **Management Group** at the discretion of the **Management Group**. The quorum for **Management Group** meetings is a minimum of 4 officers. At every **Annual General Meeting**, on a rotational basis, 4 officers on the **Management Group** will resign allowing other **Members** to offer themselves for election.

2.1 The officers' roles are as follows:

- **Chairperson**, who shall chair all Meetings including Management Group Meetings and lead and represent the Group

- **Secretary**, who shall organize and facilitate all Group Meetings, producing agendas and minutes, and manage the Group's correspondence. Deputize for the Chairperson in their absence.
- **Treasurer**, who shall be responsible for maintaining accounts and providing financial reports to Meetings.
- **Communications Coordinator**, who shall be responsible for communications on social and written media.
- **Funding Officer**, who shall be responsible for securing funding for the Group's activities.
- **Education & Research Officer**, who shall engage and liaise with Universities/Educational establishments on NFM matters.
- **Partnerships Officer**, who shall be responsible for engagement with other voluntary groups/agencies

In the event of an officer standing down during the year, a replacement will be elected at the next **General Meeting**. Any **Management Group Member** not attending a **Management Group Meeting** without apology for three months will be contacted by the **Management Group** and asked if they wish to resign. Dates, times and venue of **Management Group** meetings will be made available to all **Members** and open to any **Member** wishing to attend, who may speak but not vote.

3 MEMBERS

General membership is open to anyone who:

- Supports the aims & objectives of **Slow The Flow: Calderdale**
- Will take an active and practical interest in the workings of the Group

Members will be able to vote on motions and issues at the **General Meetings**, including **Annual General Meetings** if they meet the criteria above and have attended 40% of **General Meetings** held (approximately every 6 to 8 weeks) during the past 6 months. There will be NO annual membership fee. A list of all **Members** and their eligibility to vote will be kept by the **Secretary**.

3.1 Ceasing to be a Member

Members may resign at any time in writing to the **Secretary**. Any offensive behavior, including racist, sexist or inflammatory remarks, will not be permitted. Any **Member** behaving in an offensive way or breaking the Group's Equal Opportunities Policy may be asked by the **Management Group** not to attend further meetings or to resign from the Group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the **Management Group**, accompanied by a friend, before a final decision is made.

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

Due to the physical nature of the Group's work, we have a duty of care to ensure that the welfare of our **Members** is paramount. As such, we reserve the right to limit activities of **Members** who we feel may come to harm in certain circumstances.

4 MEETINGS

4.1 Annual General Meetings

An **Annual General Meeting** will be held within fifteen months of the previous **Annual General Meeting**. All **Members** will be notified in writing at least 3 weeks' before the date of the meeting, giving the venue, date and time. Nominations for the **Management Group** may be made to the **Secretary** before the meeting, or at the **Meeting**. Requests from **Members** to add agenda items for consideration at an **Annual General Meeting** should be received in writing by the **Secretary** 2 weeks' in advance of the **Annual General Meeting**. Where this is not possible such items can be considered under **Any Other Business** at the **Annual General Meeting** at the **Chairpersons** discretion.

The quorum for the **AGM** will be at least 10 **Members**. If this number is not present, then another date for the **AGM** will be arranged and announced.

4.1.1 At the AGM: -

- **The Management Group** will present a report of the work of **Slow The Flow: Calderdale** over the previous year.
- **The Treasurer** will present the accounts of **Slow The Flow: Calderdale** for the previous year.
- The officers for the **Management Group** for the next year will be elected.

4.2 Special General Meetings

The Secretary will call a **Special General Meeting** at the request of the majority of the **Management Group** or at least eight other **Members** giving a written request to the **Chairperson** or **Secretary** stating the reason for their request. The meeting will take place within twenty-one days of the request. The sole business of the **Special General Meeting** will be to discuss the issue giving rise to the **Meeting**. All **Members** will be given 2 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.

4.3 General Meetings

General Meetings are open to all **Members** and will be held at every 6-8 weeks, or more often if necessary. All **Members** will be given 2 weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. Requests from **Members** to add agenda items for consideration at a **General Meeting** should be received in writing by the **Secretary** 2 weeks' in advance of the **General Meeting**. Where this is not possible such items can be considered under **Any Other Business** at the **General Meeting** at the **Chairperson's** discretion.

4.4 Rules of Procedure for Meetings

All questions that arise at any **Meeting** will be discussed openly and the **Meeting** will seek to find general agreement that everyone present can support. 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 **Chairperson** of the **Meeting** shall have an additional casting vote.

5 FINANCES

An account will be maintained on behalf of the **Slow The Flow: Calderdale** at a bank agreed by the **Management Group**. Three signatories will be nominated by the **Management Group** (one to be the **Treasurer**). Any two of these must authorize any payment which will be conducted online and as per the rules laid out by the financial authorities. The signatories must not be related nor members of the same household. Records of income and expenditure will be maintained by the **Treasurer** and a financial statement given to each **Management Group** meeting as well as to the **Annual General Meeting**. All money raised by or on behalf of **Slow The Flow: Calderdale** is only to be used to further the aims of the Group, as specified in Item 1 of this **Constitution**.

6 AMMENDMENTS TO THE CONSTITUTION

Amendments to the Group's **Constitution** may only be made at the **Annual General Meeting** or a **Special General Meeting**. Any proposal to amend the **Constitution** must be given to the **Secretary** in writing. The proposal must then be circulated with the notice of the **Meeting**. Any proposal to amend the constitution will require a two-thirds majority of **Members** present and entitled to vote.

7 CHILD PROTECTION AND WELFARE

Slow The Flow: Calderdale has a Child Protection Policy in place. This is for the benefit of the group, its **Officers** and **Members**, and especially any young person under the age of 18 involved in the Group's work. Any person under the age of 18 who is involved in any way with the Group's work, must be accompanied at all times by a parent or an authorized person holding a full chaperones license issued by the local authority.

8 EQUAL OPPORTUNITES

Slow The Flow: Calderdale has an Equality and Diversity Policy (Equal Opportunities) in place and will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Due to the physical nature of the Group's work, we have a duty of care to ensure that the welfare of our **Members** is paramount. As such, we reserve the right to limit activities of **Members** who we feel may come to harm in certain circumstances.

9 DISSOLUTION

If a **Meeting**, by simple majority, decides that it is necessary to close down **Slow The Flow: Calderdale** it may call a **Special General Meeting** to do so. The sole business of this **Meeting** will be to dissolve the Group. If it is agreed to dissolve **Slow The Flow: Calderdale** all remaining monies and any other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The benefiting charitable organization to be agreed at the **Special General meeting** which agrees the dissolution.

Name	Role	Date	Signature
Joey Williams	Chairperson	01/12/1016	
Bede Mullen	Secretary	01/12/2016	
Steve Garrod	Treasurer	01/12/2016	