

# Green Ixworth Constitution

## Aims and Objectives

### Aims

Green Ixworth's work is focused on the geographical area in and around the village of Ixworth and our aims are to: protect and improve both the natural and built environments and thereby promote the health and wellbeing of residents while helping nature to flourish.

### Objectives

Green Ixworth's objectives can be related to our aims as follows:

Objectives	Related Aims
1. Reduce greenhouse gas emissions and promote local measures of mitigation including sustainable transport.	Promote the health and wellbeing of residents. Help nature to flourish.
2. Protect, promote and create the conditions for wildlife to thrive.	Protect and improve the natural environment. Help nature to flourish.
3. Protect and improve the built environment to ensure it is friendly to people and to nature.	Protect and improve the built environment. Promote the health and wellbeing of residents. Help nature to flourish.
4. Reduce pollutants including noise.	Promote the health and wellbeing of residents. Help nature to flourish.
5. Increase sustainable access to the land in and around Ixworth.	Promote the health and wellbeing of residents.

We seek to work with the local community and like-minded organisations to achieve our aims and objectives. The provision of educational opportunities and the promotion of information-sharing on environmental matters are key to our activities.

## Structure

### Meetings

1. General meetings (GMs) of Green Ixworth will be held quarterly in January, April and July.
2. An Annual General Meeting (AGM) will be held in October.
3. An Extraordinary General Meeting (EGM) may be called, for a specific purpose, by a majority of members or by the Management Committee.
4. The Secretary will send the notice of, and the agenda for, all meetings to members at least 7 days before the meeting.

**Management Committee.** The membership of the Management Committee (MC) will be the Chair, Secretary and Treasurer. Elections for these posts will be held at alternate AGMs. By decision of a GM, additional members of the MC may be appointed. The MC will aim to meet on a monthly basis. The Media Officer shall attend MC meetings but not vote.

**MC Responsibilities.** The MC will:

1. Manage and ensure financial viability of Green Ixworth and establish advisory/working groups to be responsible for particular projects whether of a practical, organisational or research nature.
2. Prepare an annual budget for the AGM and make any necessary modifications during the year to be approved by the next GM.

### **Officers' Functions**

**Chair:** To chair MC meetings, GMs and the AGM and to be the primary public face of Green Ixworth.

**Vice Chair [if appointed]:** To stand in for the Chair when unavailable.

**Secretary:** To maintain communications between Green Ixworth and other organisations and with the membership. Prepare meeting agendas and minutes. Prepare and circulate a regular Newsletter approved by the MC. Respond to incoming communications via the Group's website and Facebook page. Maintain the currency and relevance of Green Ixworth policies. Maintain a membership list.

**Treasurer:** To maintain sound finances and report on the financial situation at each meeting. To maintain the Group's bank account and facilitate the membership in their payment of fees. To coordinate with bodies offering external sources of funding. The Treasurer will also maintain a small petty cash fund for minor approved expenditure. All significant expenditure will be made direct by the treasurer or via the project coordinator on receipt of a paid delivery note. All payments other than from petty cash will be authorised by two of the following: Chair, Secretary or Treasurer.

**Media coordinator:** To liaise with traditional and social media outlets promoting our work.

**Project Coordinators:** Suitable projects will be led by a coordinator who will run the project under the general supervision of the MC. They may utilise the resources of Green Ixworth within budgets agreed with the MC and will be responsible for ensuring all expenditure is pre-approved by the Treasurer.

**Elections.** Nominations for all positions shall normally be called for with two weeks' notice of the vote. Voting will take place until one candidate has more than 50% of the votes. If there are more than two candidates for one post the lowest result will be eliminated from the election and the process continued until 50% requirement is met.

**Additional Officers.** Specific Project Co-ordinators may be appointed at any Green Ixworth meeting or, if time is short, have their appointment confirmed at that meeting. Project Co-ordinators may be invited to attend MC meetings to present reports.

**Membership.** Membership of Green Ixworth will be gained by the payment of an annual fee of £5 or £2 for those under 18 years of age or in receipt of benefits. Membership brings voting rights at Group meetings. The membership of all members will be reviewed every three years by the MC. Membership may be revoked by the MC only following decisions from the complaints procedure.

**Supporters.** Members of the public who do not wish to be paying members of Green Ixworth, but who wish to be kept informed of our activities via group email, will be considered to be Supporters.

### **Written Policies**

Green Ixworth will maintain a comprehensive suite of policies to maintain good operating practice for relationships within and between the Group, the public, volunteers and partner organisations. These policies will be made available on the Group's website and reviewed annually by the MC ahead of the AGM. Necessary policies are:

Privacy and Data handling  
Equality and Diversity  
Safeguarding  
Health and safety

### **Ethics**

**Bullying.** Green Ixworth will not tolerate bullying by its officers, members or supporters. This applies within the Group and in relation to associated groups and members of the public. Anyone with concerns that bullying has taken place must be encouraged to report the matter promptly to the MC.

**Transparency.** Green Ixworth will seek to conduct its activities openly and in a spirit of transparency at all times. Our activities will be promoted and described on our website and Facebook page as well as in our newsletters as appropriate. The only limitation on transparency will be when communications from outside groups are forwarded to us in confidence.

**Political affiliation.** Whilst members will also have membership of many and different political or campaigning organisations Green Ixworth is not affiliated with any such parties or organisations. Where Green Ixworth agrees to lend its support to a particular campaign that support must come as a result of a vote of Green Ixworth members and be for an issue which fits with our aims and objectives.