

## **Model Constitution for Friends of the Earth local groups**

### **Name and Objectives**

1. The name of the group shall be \_\_\_\_\_ Friends of the Earth.
2. The group shall work within the following geographical area:\_\_\_\_\_
3. The group shall operate within the terms of the Partnership Agreement and Trade Mark Licence Agreement agreed by the group and Friends of the Earth England Wales and Northern Ireland.
4. The aims of the group are: \_\_\_\_\_

### **Membership**

5. Membership of the group is open to any person supporting the aims of the group, who pays a subscription fee as shall be determined by the Annual General Meeting of the group.
6. Membership is open to all persons without discrimination and the group will not discriminate against anyone in its practices.
7. Only local group members can participate in the election of postholders to the local group and vote at the Annual General Meeting of the group.

### **Meetings and Officers**

8. All meetings will be minuted and records shall be kept and shared with the rest of the membership.
9. The group shall have a number of elected postholders (one of whom shall be a Treasurer) to cover key responsibilities. These roles can be shared and/ or rotated if needed, but the duties of these postholders will include:
  - Managing the finances of the group and keeping accounts.
  - Distributing information to the appropriate postholders within the group.
  - Supplying Friends of the Earth Limited with a mailing contact and address for receiving information from Friends of the Earth staff. Supplying Friends of the Earth Limited with a telephone contact name and number for receiving information from Friends of the Earth staff. Supply Friends of the Earth Limited

with a telephone name and number and/or postal address which can be made available to members of the public.

The roles of facilitator and note taker are also recommend on a rotational basis. The minimum age at which people can act as postholders of the group is sixteen.

**10.** The Treasurer shall be responsible for presenting the accounts of the group at least once a year to a General Meeting, and also to any other meeting if requested to do so by a General Meeting, at one month's notice.

**11.** The group shall open a bank or building society account in the name specified above. At least two of the elected postholders shall be signatories to the account, and at least two signatures shall be required on any cheque drawn on this account.

**12.** The group shall hold an A.G.M. every year and re-elect postholders every year.

## **Resignations and Terminations of Membership of Group**

**13.** If any postholder wishes to resign (s)he shall inform the General Meeting in writing and/or verbally. When necessary a group member can be co-opted to carry out that postholder's duties until the next General Meeting. Election of a new postholder may take place at the following General Meeting. The group will inform Friends of the Earth of new postholders and/or co-optees as appropriate.

**14.** The group shall endeavour to keep Friends of the Earth EWNI up to date with its membership.

**15.** The group has the right and responsibility to suspend or expel a member who has contravened the licence agreement with Friends of the Earth EWNI, or brought the name of the local group into disrepute, or been deemed to work against the aims of the group. Such a decision can only be made by quorum decision at a meeting of the group, after at least one months notice has been given to all members.

**16.** Each member has the right and responsibility to call the attention of Friends of the Earth EWNI to any of the group's activities which in his/her view contravene the licence agreement, provided s/he has the written support of at least two other members of the group.

## **Termination**

**17.** The group shall be wound up by a vote at an Annual General Meeting or by an Extraordinary General Meeting called for that purpose. Notice of intention to wind up the group must be sent to all members and Friends of the Earth EWNI at least one month before any such meeting. At the meeting where it is decided to wind up the group, a decision shall also be taken as to what shall be done with any remaining funds. In the event of a decision not being taken, the money will revert to Friends of the Earth Limited