

# **Clean Air for Brent (CAfB) Constitution**

## **1. Name**

The name of the group shall be **Clean Air for Brent (CAfB)** (hereafter referred to as “the group”).

## **2. About Clean Air for Brent**

CAfB is an independent, not-for-profit, voluntary association operating mainly within the London Borough of Brent. It has no party political affiliation.

The group has come about through an informal coalition of residents' associations, community groups and individuals focused on raising awareness about air quality and changing behaviours in order to improve air quality and public health outcomes in Brent.

## **3. Objectives**

The group will:

- I. Monitor air quality and promote the dissemination of information from such monitoring;
- II. Raise awareness of air pollution and its health impacts through running public information campaigns;
- III. Lobby for policy changes to improve air quality and public health outcomes; and
- IV. Participate in London-wide, regional and national air quality activities as appropriate.

## **4. Activities**

The group may carry out any activity conducive to the realisation of its objectives, including the raising of funds through membership dues or otherwise.

The group will seek to work with Brent Council in support of its air quality obligations and with other organisations committed to improving air quality.

## **5. Membership**

Membership is open to those individuals or organisations that support the objectives of the group and apply to join. Individuals should normally be resident or work in Brent. Organisations should normally be based in Brent. Individuals or organisations not directly linked to Brent may be admitted by decision of the Steering Group.

A register of members is to be maintained by a nominated member of the CAfB's Steering Group. The register will be used exclusively for the purposes of the group.

# Clean Air for Brent (CAfB) Constitution

## 6. Membership detail

- I. All members have the right to attend meetings and be involved with decision-making.
- II. Members have the right to vote at Annual or other General Meetings, although it will be the aim to work by consensus wherever possible.
- III. Organisations, which are members, will not be bound by decisions or statements of the group, but representatives of such organisations will be expected to keep them informed and seek their support where appropriate.
- IV. Membership activities can take different forms, for example - attending group meetings, volunteering for specific projects or events, or receiving information alone.
- V. All voting members must be at least 16 years of age.
- VI. Membership fees per year shall be decided by the Steering Group, subject to confirmation by a General Meeting. Organisations may be asked to pay higher rates than individuals. Subscriptions are due by 1st October and collected by the officer nominated by the Steering Group for this purpose.
- VII. The group will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, age, political belief, sex or sexual orientation.

## 7. The Steering Group

- I. A steering group shall be elected at the Annual General Meeting (AGM) of the group and shall serve for 12 months or until the next AGM.
- II. The steering group shall consist of up to 10 members, who shall have the power to co-opt other members on to the steering group, during the course of the year. A maximum of 15 members will have voting rights. As far as practicable the steering group will be comprised of representatives of member organisations and of individual members.
- III. The steering group shall elect from within their number a Spokesperson, alternate Spokesperson and a Treasurer. The steering group may also appoint a Chairperson, Vice Chairperson, Secretary, Website manager and Social Media lead. In so far as practicable no steering group member shall fill more than one position.
- IV. The steering group shall make and carry out decisions in accordance with the objectives of the group.
- V. Meetings of the steering group shall be open to any member of the group who wishes to attend as an observer, unless the group decides otherwise.
- VI. There must be at least five of the steering group members present for any binding decisions to be made at a steering group meeting.
- VII. Councillors, council staff and other interested persons may attend steering group meetings as observers as and when invited by the steering group.

## **Clean Air for Brent (CAfB) Constitution**

- VIII. Steering group members can be voted off if they have not attended three consecutive meetings without good reason and have not submitted their apologies.
- IX. Steering group members must declare any interest they may have in the topic under discussion and the steering group will decide if they need to forfeit their right to vote on that occasion.
- X. The Founding Members who adopt this constitution will fulfill the functions of the steering group, including the power to co-opt, until such time as a General Meeting is called and a steering group can be elected.

### **8. Conduct of business or standing orders**

- I. Members may speak only through the Chair.
- II. Decisions will be agreed by a simple majority, voted on through a show of hands, or in the case of elections by a secret ballot.
- III. Meetings will end at the time agreed by the steering group unless a majority agree to extend the meeting.
- IV. Any offensive behaviour, including racist, ageist, sexist or inflammatory remarks will not be permitted.
- V. Any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a majority vote of the steering group.
- VI. Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose within two months of the appeal being received.
- VII. A designated member of the steering group shall deal with all official correspondence to the group, and will operate and own the members list in accordance with the data protection act.
- VIII. Agendas will be distributed to the membership at least one week before a meeting, where possible. Items for the agenda should be forwarded to a designated officer 14 days before the meeting, where possible.

### **9. Finances**

- I. The group may raise funds by levying subscriptions, obtaining grants from other bodies, individuals or by fund raising schemes. All money raised by or on behalf of the group shall be applied to further its objectives.
- II. All funds shall be kept in a bank account that shall be opened in the name of the group. Until that is operative, funds are to be held in a designated member organisation's account.
- III. The Treasurer and at least three other members of the steering group shall be signatories on the account. All cheques shall require two of these signatures. No person shall be at the same time a beneficiary of a cheque and a signatory to it.
- IV. The Treasurer will give a financial report to the steering group at least once a quarter and will hold bank statements available for inspection.

## **Clean Air for Brent (CAfB) Constitution**

- V. All expenditure shall be agreed and controlled by the steering group. Members submitting claims to the Treasurer should itemize them and attach receipts where practicable.
- VI. The Treasurer should make all payments by cheque or bank transfer, not cash. Any exception to this rule shall be discussed and agreed by the steering group.
- VII. No signatory shall sign a blank cheque – all cheques to be filled in before signatures are added.
- VIII. After the end of the group's financial year, the annual income and expenditure account and balance sheet will be drawn up and examined by an independent person. After scrutiny by the steering group the accounts will be presented to the Annual General Meeting of the group. It will be the responsibility of the steering group to approve the appointment of the independent examiner who will be legally or financially qualified or be a serving or retired public official. The financial year should be the same as the calendar year, except that account will only be required after the end of the first complete calendar year.

### **10. Annual General Meeting (AGM)**

- I. An AGM shall be held every year to discuss the activities of the group, to receive the accounts and to elect the steering group.
- II. The AGM shall be held at a suitable venue to accommodate as many members as possible.
- III. The quorum shall be 25 % of members at the time when the meeting is called, with a minimum of 10 attendees.
- IV. Members must be given at least 14 days' notice of the AGM and the business to be transacted either by email or by post where members have no email address.
- V. At the AGM the resignation of all committee members will be accepted and a new steering group elected.
- VI. Minutes of special and annual general meetings will be distributed to the membership 14 days after a meeting, where possible.

### **11. Special General Meetings**

Any member having the support of 20 other members may requisition a special general meeting for the purpose of changing the constitution or dismissing one or more members of the steering group, with reasons given.

The steering group must arrange this meeting within 21 days of receiving a valid request. 14 days notice must be given to the membership of any changes sought to the constitution, with reasons given.

# **Clean Air for Brent (CAfB) Constitution**

## **12. Changes to this Constitution**

Once adopted any future changes to this constitution may only be made by the Annual or Special General Meeting called for the purpose in writing by the Steering Group or any ten members, at least fourteen calendar days in advance. Proposed changes shall be circulated at least seven calendar days in advance of the meeting with an explanation of their purpose and a justification.

## **13. Dissolution of the Group**

- I. The group may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the steering group being submitted to the Secretary.
- II. All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- III. Dissolution of the group shall only take effect if agreed by two thirds of the members present and voting at that meeting.
- IV. Any assets remaining after meeting liabilities must be distributed among local charities or other community groups with similar aims of the group nominated by that meeting.
- V. Any money received via funding bodies should be offered to the funders or as stipulated in the funding criteria.
- VI. On dissolution, any documents belonging to the group shall be disposed of in a manner agreed by that meeting.