CONSTITUTION

Of

Swansea Tree Forum

**A** The group’s name is **Swansea Tree Forum (STF)**

**B Aim of the group**

To raise awareness of the importance of urban trees, to raise funds to plant and protect trees.

We focus on:

1. Better protecting existing trees in Swansea and planting new ones.
2. Working to increase the number of trees in the city and surrounding area.
3. Promoting and co ordinating tree activities in Swansea and surrounding areas.

**C Powers**

In order to carry out the aim above, the Committee has the power to: -

1. raise funds, receive grants and donations,
2. co-operate with and support other groups with similar purposes,
3. do anything else within the law which is necessary to achieve the aims above.

**D** **Membership**

1. Open to anyone 16 yrs. or older who agrees to support the aim of the group.
2. Swansea and regional councillors: Councillors may not act as the spokesperson for a Group or Organisation member. Councillors are welcome to attend STF meetings and may be invited to attend for specific purposes in relation to the agenda. Councillors do not have a vote.
3. Council officers: Council Officers are welcome to attend STF meetings and may be invited to attend for specific purposes in relation to the agenda. Council Officers may not be members of STF.
4. The Committee may expel someone from membership, provided it is in the best

interest of the group to do so, and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend.

A right of appeal will be granted to an expelled individual, in line with the adopted appeals policy.

1. Equal Opportunities: STF is committed to being accessible and inclusive to all who support STF’s aims and to ensuring that its meetings are run in an inclusive, friendly and accessible way. STF supports a positive culture of inclusion and respect for the dignity of each individual. STF opposes all forms of discrimination against protected characteristics. Breaches of our Equal Opportunities policy will not be tolerated, and members will be asked to leave the forum if they engage in harassing behaviour. We define harassment as: unwanted conduct on the grounds of any protected characteristic (age, disability, gender, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation) which has the purpose, or effect, of either violating and individual’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual.

**E Annual General Meeting**

1. The group must hold an Annual general Meeting each year
2. 14 days’ notice given to all members telling them what is on the agenda.
3. There must be at least 10 members present at the AGM.
4. The Committee shall present the annual report and accounts at the AGM.
5. Any member may put themselves forward for election as a Committee member at the AGM.
6. Every member has one vote.
7. Members shall elect between 3 and 12 members to the Committee. They will retire at the next AGM and may stand for re-election.

**F Committee**

1. The Committee shall hold at least 3 meetings each year. They will elect a chair, vice-

Chair, treasurer and secretary, by simple majority (show of hands) vote, at their first meeting which will count as the Annual General Meeting (AGM) each year. These will be known as the Officers of the STF group.

1. At least 3 Committee members must be at a committee meeting to be able to take

decisions. Minutes shall be taken at every meeting.

1. The Committee must keep accounts which may be viewed by any member of the STF on request.
2. During the year, the Committee may appoint extra members on to the Committee or

sub-committees who will stand down at the next AGM but are eligible for re-election.

1. The Committee may make reasonable additional rules for the proper conduct and

management of the group. These rules must not conflict with this constitution or the

law.

1. Representing STF: The Officers of the group will have the authority to carry out and approve actions on behalf of the group, providing that these are not in conflict with the purposes of the group or decisions made by the committee, or the law. Officers will have the responsibility to report these actions at the first committee meeting after they have been carried out. The Officers may respond on behalf of STF on any issue where STF is consulted or asked for its views, or where a public statement is appropriate. Before responding the Officer, if practicable, will refer the issue to the Committee.

**G Money**

1. Funds must be held in the group’s bank account – or a nominated account with an organisation authorised to hold funds on behalf of STF. All cheques must be signed by 2 Committee members.
2. Where an external organisation temporarily holds funds for STF this must be voted on at an STF meeting.
3. Funds cannot be used to pay Committee members except to refund legitimate expenses.
4. Funds and property must only be used for the aims of the group.

**H** **Property**

(1) Any items which are purchased by the group and not fixed in place will remain in the ownership of the group.

**I Special General Meetings**

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

1. **Changing the Constitution -** The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting.

1. **Emergency Special General Meetings –** to allow the members to decide on important issues.
2. **Winding up –** the group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar purposes.

**J Setting Up The Group**

This constitution was adopted on …………………….by the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

**Signed Print name and address**

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