



## Brighton & Hove Building Green

# Constitution

**First agreed 09 May 2007**

**Amended 07 July 2008**

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### **1 Name**

The name of the group is Brighton & Hove Building Green

### **2 Organisation**

Brighton & Hove Building Green will be an unincorporated association.

### **3 Objectives**

- 3.1 To promote green roof and wall techniques as a contribution to a healthier and more sustainable city, able to deliver benefits for local biodiversity, storm water control, energy efficiency and amenity
- 3.2 To increase the number and quality of buildings with planted roofs and walls in the city by providing publicity, expertise and guidance to the Council, developers, architects, local politicians, householders, community groups, landlords and building owners
- 3.3 To work to improve the knowledge base for green roof and wall techniques through research, demonstration projects and monitoring
- 3.4 To promote Brighton & Hove as a place that is leading in building green
- 3.5 The organisation will not discriminate on the basis of race, sex, disability, sexuality, age or on the basis of political, religious or other opinions.
- 3.6 Remain independent from the Council, but develop strong links with it, particularly the Sustainability Commission and the Local Strategic Partnership.

### **4 Membership**

- 4.1 Membership is open to all individuals who live or work in Brighton & Hove
- 4.2 Group membership is open to all organisations or groups that are based in or whose activities cover Brighton & Hove.
- 4.3 Membership of Brighton & Hove Building Green ('the Association') will be free
- 4.4 Members must support the objectives of the Association, and participate in its activities
- 4.5 Members can request to join by contacting the Chair or Secretary. Membership will begin as soon as agreed at a meeting
- 4.6 Members may resign at any time in writing to the Secretary or Chair, or verbally at a meeting

## **5 Officers**

- 5.1 The officers of the Association shall be: a **Chair**, who shall chair meetings; A **Secretary**, who shall be responsible for the taking of minutes and the distribution of all papers; a **Treasurer**, who shall be responsible for maintaining accounts
- 5.2 A core of 6 members of the Association will be agreed at a meeting on 9 May 2007, and thereafter at an Annual General Meeting (AGM) of all members
- 5.3 A Chair shall be elected from the membership annually at an AGM. The Chair shall hold the position for a maximum of 3 consecutive years
- 5.4 The officers will be elected by members from among their number at a meeting on 9 May 2007, and thereafter at the AGM
- 5.5 In the event of an officer standing down during the year a replacement will be elected by the members
- 5.6 Any member not attending a meeting without apology for six months will be deemed to have resigned
- 5.7 The Association will maintain a list of subscribers, who will receive news and other bulletins.

## **6 Meetings**

- 6.1 Meetings of the Association shall be held at least twice between AGMs
- 6.2 The quorum for meetings will be 5 members including the officers. A maximum of 10 members at each meeting is to be encouraged
- 6.3 Sub-groups shall be established as required
- 6.4 An AGM will be held within 15 months of the previous AGM, open to all members
- 6.5 The quorum for the AGM will be 10% of the membership, or 20 members, whichever is the smaller number
- 6.6 Nominations for the Chair may be given at the AGM, or in advance in writing to the Secretary.

## **7 Rules of procedure**

- 7.1 With the exception of changes to the constitution all questions that arise at any meeting will be decided by a simple majority of those present and entitled to vote
- 7.2 If the number of votes cast of each side are equal the Chair of the meeting shall have an additional casting vote

## **8 Finances**

- 8.1 An account will be maintained on behalf of the Association at the Co-operative Bank. Signatories to the account will be officers of the Association. Each cheque will require 2 signatures one of whom will be the Treasurer
- 8.2 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting
- 8.3 All money raised by the Association will be spent solely on the objectives laid out above.

## **9 Amendments to the Constitution**

- 9.1 Any proposal to amend the constitution can be made at a meeting or AGM, and will require a two thirds majority of those present and entitled to vote

## **10 Dissolution**

- 10.1 If a meeting, by simple majority, decides that it is necessary to close down the Association it may call a special meeting to do so. The sole business of this meeting will be to dissolve the Association. At least 21 days notice will be given to members.
- 10.2 If it is agreed to dissolve the Association all remaining money, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.

## **11 Signatures**

**Chair (SIGNED)**

**Secretary (SIGNED)**

**Treasurer (SIGNED)**