



## Tide Plymouth Constitution

### 1. Name

The name of the group shall be: **Tide Plymouth**

### 2. Mission

We want to see more local people owning and controlling renewable marine energy for the benefit of their communities and to promote/protect the natural environment.

### 3. Aims

The aims of the group shall be:

- Develop and install marine renewable energy projects for the benefit of local people and communities
- Promote educational opportunities for local school children and adults about marine renewable energy, climate change and related activities
- Work with partners to develop local skills that feed into the marine renewable sector

### 4. Powers

In furtherance of the aims, but not otherwise, the committee shall have the following powers:

- Power to raise funds and to invite and receive contributions, provided that in raising funds the committee shall not undertake and substantial trading activities and shall conform to relevant requirements and the law.
- Commission freelance staff to support the delivery of the groups aims
- Lease/hire or purchase property that benefit the group's ability to achieve its aims
- Take out insurance
- Liaise and partner with other organisations in the pursuit of achieving the groups aims

- Power to do all such lawful things as are necessary for the achievement of the aims

## 5. Membership

Membership is open to anyone who:

- Supports the aims, values and ethics of Tide Plymouth, however, where it is considered membership would be detrimental to the aims and activities of the group, the management committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a mutual agreement of the management committee.
- Any member of the association may resign his/her membership by providing the Secretary with written notice.

## 6. How to become a member

Anyone who supports the aims, values and ethics of Tide Plymouth can apply to be a member via the website.

## 7. Management

- The group shall be administered by a management committee of not less than three members, and not more than ten elected at the group's Annual General Meeting.
- The management committee shall meet at least 4 times per year.
- The Chairperson shall chair all meetings of the group. In the absence of the chair the members of the committee present shall choose one of their number to chair the meeting before any business is conducted.
- The Officers of the management committee shall be the chair, vice chair the secretary and the treasurer.
- The Quorum for the management committee meeting shall be four.
- Voting at the management committee shall be by a show of hands. If there is a tied vote then the chair shall have a casting vote.

## 8. Duties of the officers

The duties of the chair shall be:

- To preside at meetings of the committee and the organisation.
- As may be required by the committee to act as the principle spokesperson on public occasions or when representations on behalf of the organisation to public bodies.

The duty of the vice chair shall be:

- Perform Chair responsibilities when the Chair cannot be available.

The duties of the secretary:

- To prepare in consultation with the chair, the agenda for the meetings of the committee
- To take and circulate minutes of meetings.

The duties of the treasurer shall be:

- To supervise the financial affairs of the organisation
- To ensure that proper accounts are kept with regards to all monies received and paid out by the organisation.

## **9. General Committee Roles**

General Committee Member Role: A member who will regularly attend committee meetings and important related meetings. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports. Will be an active member of the committee's project planning process.

## **10. Finance**

- Any monies obtained by the group shall only be used to further the group's aims
- Any account opened by the group shall be in the name of the group
- Any cheques issued shall be signed by two of the three members of the management committee nominated as signatories
- Members of the management committee are authorised to agree to expenditures within the agreed budget; beyond the budget approval must be obtained from the meeting of the management committee.
- Members of the management committee are authorised to agree to individual expenditures. Outside the agreed budget up to a maximum of £100, above which approval must be obtained from the meeting of the management committee
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting
- An annual statement of account will be presented to the Annual General Meeting
- All money raised by the group will be spent solely on the objects laid out in this constitution.

## **11. Annual General Meeting**

- The group shall hold an annual general meeting once per year at a date determined by the management committee.
- All members shall be given 21 days notice of the AGM and shall be entitled to attend and vote
- The business of the AGM shall include:

- Receiving the report from the chair on the group's activities for the year.
- Receiving a report from the treasurer on the finances of the group.  
Electing any new management committee members

## **12. Special General meeting**

A special general meeting may be called by the management committee to discuss an urgent matter. The secretary shall give all members at least seven days notice of any special general meeting together with the notice of the business to be discussed

## **13. Alteration of the Constitution**

Any changes to the constitution must be agreed by at least two thirds of the members present and voting at the general meeting.

## **14. Dissolution**

The group may be wound up at any time if agreed by two thirds of those members present and voting at a general meeting. In the event of winding up any remaining assets after all debts have been paid shall be given to either local community groups or passed on to another group with similar aims of Tide Plymouth.



Tide Plymouth Constitution

This constitution was adopted at a community meeting dated:

.....

Signed & Dated: Chairperson .....

Signed & Dated: Treasurer .....

Signed & Dated: Secretary .....

Signed & Dated: Member .....

Signed & Dated: Member .....

Signed & Dated: Member .....

