

Constitution of

Coquet River Action Group (CRAG)

Adopted on 16th June 2024

1. Name

The name of the Group shall be Coquet River Action Group (CRAG).

2. Aims

The aim of CRAG is to contribute to the maintenance and improvement of the water quality, health and biodiversity of the River Coquet and its catchment area. CRAG will use a scientifically relevant approach; collecting, interpreting and sharing information and collaborating with all stakeholders to ensure the long-term sustainability of the river and its catchments.

3. Structure and responsibilities

- a. CRAG is a coordinating organisation with several member organisations (see 5a). Each member organisation must have one delegate and one deputy delegate. These delegates must be nominated in writing by the executive of the member organisation. For the remainder of this document, we use the term 'delegate' to indicate the delegate and/or deputy delegate.
- b. Either the delegate or deputy delegate (or both) is expected to attend delegate meetings. Additional individuals from member organisations may attend delegate meetings.
- c. CRAG has the following responsibilities to member organisations:
 - Provide protocols, health & safety (Including risk assessment) templates and guidance documents
 - Provide methods for data collection and provide analysis of data
 - Arrange for training
 - Liaise with other organisations on behalf of member organisations
 - Promote CRAG on behalf of member organisations
 - Apply for funding on behalf of member organisations
 - Arrange events for individuals from member organisations
- d. The member organisations have the following responsibilities to CRAG:
 - Attend and contribute to delegate meetings
 - Arrange the following for their members: permission to access land; acceptance of health & safety and risk assessment protocols; and arrange liability insurance
 - Ensure that all data collected is reported using methods provided by CRAG

- e. Member organisations may also organise their own training, liaise with other organisations, promote CRAG, apply for funding, and arrange their own events. CRAG requests that, where these activities are undertaken and are relevant to CRAG's aims, that member organisations let CRAG know.

4. Powers

- a. To achieve its aims CRAG may:
 - Raise money
 - Open bank accounts
 - Take out insurance
 - Employ staff, pay for consultancy, or refund expenses for volunteers
 - Organise courses and events
 - Work with other groups and exchange information
 - Do anything that is lawful which will help it to fulfil its aims

5. Membership

- a. The member organisations that set up CRAG are:
 - Amble Women's Institute
 - Brinkburn & Hesleyhurst Parish Council
 - Felton Parish Council
 - Felton Climate & nature
 - Northumberland Rivers Trust
 - Rothbury Climate Action & Nature
 - Rothbury Women's Institute
 - Swarland and Newton Action on Climate
 - Warkworth Women's Institute
 - Warkworth Green Matters
 - Thirston Parish Council
- b. Applications to join CRAG from organisations not in the list at (a) can be made in writing by the secretary of the organisation and will be reviewed at the next AGM, Special General Meeting or delegate meeting occurring after the date of the application. Acceptance will be decided by a majority vote of existing delegates.
- c. All member organisations must be committed to helping CRAG to achieve its aims and be willing to abide by rules set by CRAG.
- d. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.
- e. A member organisation may be removed from CRAG by a at least two-thirds majority vote at an AGM, Special General Meeting or delegate meeting but the member organisation has the right to be heard by the meeting before a final decision is made.

6. Management

- a. CRAG shall be administered by a Management Committee consisting of the officers and non-office members.
- b. The Management Committee shall meet at least four times per year.
- c. The Chair shall chair all meetings of the Management Committee, the AGM, Special General Meetings and delegate meetings or, if she/he is absent, the Deputy Chair.
- d. The quorum for Management Committee meetings shall be three members, at least two of which must be officers.
- e. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chair of that meeting shall have a second vote.

7. Election of Officers

- a. At the Annual General Meeting (AGM) the delegates will elect a Chair, Deputy Chair, Secretary and Treasurer. These shall be the officers and comprise the management committee. No person may be an officer of the Management Committee unless they are a member of one of the member organisations.
- b. At the AGM or a delegate meeting, the delegates (with approval from the officers) may vote others onto the Management Committee (non-office members).
- c. All Management Committee members will be elected for an initial term of one year and thereafter for further terms of one year up to a maximum of six years.
- d. The members of the Management Committee shall be removed if:
 - o they become bankrupt or are required to make any arrangement or composition with her/his creditors
 - o the other Management Committee members reasonably believe they have become physically or mentally incapable of managing her/his own affairs and they resolve that she/he be removed from office
 - o they resign their office by notice to the Management Committee
 - o they fail to attend three consecutive Management Committee meetings without good cause and all the other Management Committee members decide that she/he should be removed for this reason
 - o they are an officer of the Management Committee and cease to be a member of a member organisation.

- e. A Management Committee member who resigns by notice to the Management Committee or an officer who ceases to be a member of a member organisation shall cease to be a Management Committee member at a date chosen by the Management Committee.
- f. If any of the other above reasons arise, or if the other members of the Management Committee or delegates have another good reason, members of the Management Committee can only be removed from the Management Committee by a vote at a delegate meeting, a Special General Meeting or an AGM. The person removed from membership of the Management Committee has the right to be heard at the meeting before the vote is taken.
- g. When a vacancy arises on the Management Committee, the Management Committee may coopt existing Management Committee members or another delegate to an officer or non-officer position until the next AGM.

8. Duties of the Officers

- a. The duties of the Chair are to:
 - chair meetings of the Management Committee, the AGM, Special General Meetings and delegate meetings
 - represent CRAG at functions /meetings to which CRAG has been invited
 - act as a spokesperson for CRAG when necessary
 - Provide a report to the AGM
- b. The duties of the Deputy Chair are to:
 - deputise for the Chair and fulfil the responsibilities in (8a) above in the event of the Chair's absence
- c. The duties of the Secretary are to:
 - take and keep minutes of meetings
 - prepare the agenda for meetings of the Management Committee, AGM, Special General Meetings and delegate meetings in consultation with the Chair
 - maintain a membership list
 - deal with correspondence
 - collect and circulate any relevant information to and from CRAG member organisations
- d. The duties of the Treasurer are to:
 - supervise the financial affairs of CRAG
 - keep proper accounts that show all monies collected and paid out by CRAG
 - be responsible for the operation of the bank account, ensuring monies collected are paid into the Bank and that all creditors are paid in accordance with their payment terms.

- Provide a report to the AGM

9. Finance

- a. Any money obtained by CRAG shall be used only for CRAG and the furtherance of its aims.
- b. Any bank accounts opened for CRAG shall be in the name of CRAG.
- c. Any cheques issued or payments made electronically shall be signed /authorised by the Treasurer and one other nominated official.
- d. An annual account of the financial transactions of the group shall be prepared to the 30th April

10. Annual General Meeting

- a. The Group shall hold an Annual General Meeting (AGM) in the month of June.
- b. All delegates and member organisation shall be given at least fourteen days' notice of the AGM. The quorum for an AGM shall be five voting members.
- c. Any individual who wishes to stand for an office on the Management Committee must contact the CRAG secretary at least seven days before the AGM.
- d. For matters requiring a vote, each member organisation will have a single vote. For issues on the agenda for which a vote is required, delegates unable to attend a meeting may register a vote by writing to the secretary up to 24 hrs in advance of the meeting.
- e. Any delegate or deputy delegate who ceases to be involved with the member organisation that nominated them (5a) will no longer be eligible to vote at the AGM.
- f. The business of the AGM shall include:
 - Receiving a report from the Chair on CRAG's activities over the year
 - Receiving a report from the Treasurer on CRAG finances and a copy of the annual account
 - Electing the officers
 - Considering any other matters as may be decided

11. Delegate Meetings

- a. Delegate meetings will be called by the Management Committee.

- b. The Secretary shall give all delegates and member organisations fourteen days' notice of delegate meetings together with notice of the business to be discussed.
- c. At least four delegate meetings will be held each year. One of the delegate meetings each year will be the Annual General Meeting. The quorum for all delegate meetings shall be five members.
- d. For matters requiring a vote, each member organisation will have a single vote. For issues on the agenda for which a vote is required, delegates unable to attend a meeting may register a vote by writing to the secretary up to 24 hrs in advance of the meeting.
- e. Any delegate or deputy delegate who ceases to be involved with the member organisation that nominated them (5a) will no longer be eligible to vote at delegate meetings.

12. Special General Meeting

- a. A Special General Meeting may be called by the Management Committee or by any five delegates to discuss an urgent matter.
- b. The Secretary shall give all delegates and member organisations fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All delegates are entitled to attend and vote.
- c. For matters requiring a vote, each member organisation will have a single vote. For issues on the agenda for which a vote is required, delegates unable to attend a meeting may register a vote by writing to the secretary up to 24 hrs in advance of the meeting.
- d. Any delegate or deputy delegate who ceases to be involved with the member organisation that nominated them (5a) will no longer be eligible to vote at a Special General Meeting.

13. Alterations to the Constitution

- a. Any changes to the Constitution must be agreed by at least two-thirds of delegates present and voting at an AGM or Special General Meeting.

14. Dissolution

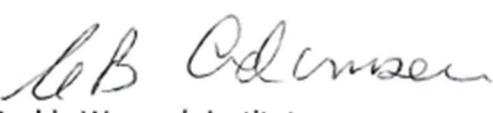
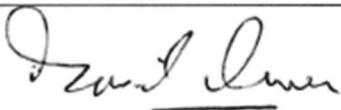
- a. CRAG may be wound up at any time if agreed by two-thirds of delegates present and voting at an AGM or Special General Meeting. In the event of winding up, any assets (financial or otherwise) remaining after payment of all outstanding debts and liabilities shall be transferred within a reasonable period to some other associations and/or voluntary organisations having objectives which are similar to those of the Coquet River Action Group.

This Constitution was adopted at a General Meeting of the Group on

16th June 2024

[Insert date]

Signed by:

 LB Odinson Amble Women's Institute	 David Liver Brinkburn & Hesleyhurst Parish Council
 Felton Parish Council	 Keith Vidal Felton Climate & Nature
 Duncan J. Glen Northumberland Rivers Trust	 Wayne Reddy Rothbury Climate & Action & Nature
 Rothbury Women's Institute	 Ruth Layton Swarland and Newton Action on Climate
 K.J. Burnham Warkworth Women's Institute	 YD Ol Warkworth Green Matters
 Thirston Parish Council	