

Wirral Environmental Network

environmental education charity

“Working to reduce Wirral's Carbon Footprint”

Wirral Environment Centre, Falkland Road, WALLASEY CH44 8ER

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Patrons: Tina Fox, Professor John Guillebaud, Jonathon Porritt, Charles Secrett, Dr Joanna Sharples, Pat Sykes MBE

BYE-LAWS

1 NAME

- 1.1 The name of the charity shall be “Wirral Environmental Network” (abbreviated to WEN).
- 1.2 WEN is a non-profit, non-party political coalition of individuals, voluntary groups, businesses and schools covering Wirral, Merseyside and surrounding areas.

2 OBJECTIVES

- 2.1 The charitable objective of WEN is “To advance the education of the public about the environment and about the protection of the environment”.
- 2.2 The charitable objective in 2.1 is to be achieved by developing and implementing the aims set down in the WEN Charter; and by creating, developing and maintaining a Green Centre in Wirral; and by supporting and facilitating the work of Corporate and School members (see 3.2).
- 2.3 WEN will organise activities which will publicise and further these objectives.

3 MEMBERSHIP

- 3.1 WEN is committed to a policy of equal opportunities. Membership is open to individuals, voluntary groups, businesses and schools agreeing to, and accepting the objectives, and membership shall not be denied on grounds of age, race, creed, disability, gender, marital status or sexual orientation.
- 3.2 Membership shall be as Ordinary Members, or as Corporate Members, or as School Members. Ordinary Members are individuals who have paid the appropriate annual subscription. Corporate Members are voluntary groups or businesses that have paid the appropriate annual subscription, or have been accepted otherwise at the discretion of the WEN Committee (see 4.4). It is desirable that Corporate Members show a commitment to a policy of equal opportunities within their group or business (see 3.1). School Members are schools that have paid the appropriate annual subscription.
- 3.3 Applications for, and renewals of, Corporate Membership shall be considered for acceptance at the next appropriate meeting of the WEN Board of Management.
- 3.4 Membership entitles Ordinary Members and representatives of Corporate and School Members to receive the WEN newsletter “Wirral Evergreen”, to vote on WEN business, and to hold office in WEN. New Ordinary Members and the representatives of new Corporate and School Members shall be eligible to vote on WEN business one month after joining.
- 3.5 Members shall receive a copy of these Bye-laws and the WEN Charter. The Memorandum and Articles of Association shall be available on request.
- 3.6 Any member may be expelled from membership by a two thirds majority of eligible members present and voting at an Extraordinary General Meeting if it is in the interests of WEN to do so.
- 3.7 Subscription rates shall be those set down by the Annual General Meeting. Annual membership shall run from the first day of the month following application.
- 3.8 If a member becomes in arrears of the appropriate annual subscription, membership will lapse with all entitlement.

Wirral Environmental Network is a registered Charity (1068306) and Company Limited by Guarantee (3462312). It is a non-profit, non-party political coalition of individuals, groups, organisations, schools and businesses working together for a sustainable future.

Reg Office: Wirral Environment Centre, Falkland Road, WALLASEY CH44 8ER Tel: 0151 639 2121

WEN Bye-laws

4 ORGANISATION

- 4.1 An Annual General Meeting (AGM) shall be held once in every calendar year and not more than fifteen months after the previous AGM. Nominations for Trustees must reach the secretary no later than 35 days before the date of the meeting. At least 21 days notice of the AGM, with a preliminary agenda and names of those nominated as Trustees, shall be given via the WEN newsletter.
- 4.2 Details of any motions to be put before the AGM must reach the Clerk to the Board of Management not less than 14 days before the meeting in which case a final agenda shall be sent out 7 days before the meeting.
- 4.3 Nominees for Trustees must be members for a minimum of six months
- 4.4 The AGM shall receive an Annual Report and an audited Financial Statement, and shall elect Trustees, either additional or to replace those retiring by rotation, to a target of nine Trustees. Retiring Trustees shall be eligible for re-election.
- 4.5 Elections shall take place by a ballot of eligible members present using the Single Transferable Vote system, with the option of voting to Re-open Nominations for each candidate.
- 4.6 Strategic management of WEN shall be the responsibility of a Board of Management (see 4.7). The day-to-day running of the WEN shall be the responsibility of an Events Co-ordination Committee (see 4.8), the Project Co-ordinators (see 4.9) and a Social meeting (see 4.10).
- 4.7 The Board of Management shall comprise the Trustees, the Company Secretary, the Membership Secretary, key staff such as the Centre Manager/Development Officer and the Clerk to the Board. The Board shall recruit and/or appoint key Officers and Staff as appropriate, and shall meet normally once a month to review and maintain the effective direction of the work of WEN. When necessary, decisions shall be taken by Trustees alone. Meetings of the Board shall be minuted, and shall be open to members as observers
- 4.8 The Events Co-ordination Committee shall comprise relevant members of Staff, appropriate Project Co-ordinators, and volunteers. The Committee shall meet as necessary to action events previously agreed by the Board of Management.
- 4.9 Specific projects shall be agreed from time to time by the Board of Management. Each project shall have a Project Co-ordinator who shall report to the Board as appropriate.
- 4.10 A Social meeting shall be held once a month to allow the Board of Management to report to members as appropriate, to receive comments from members, and to make the monthly Centre Supporters draw. Details of Social meetings shall be published in the WEN newsletter.
- 4.11 An Extraordinary General Meeting (EGM) may be called at any time by a request from 10, or 10 per cent of, eligible members (whichever is greater). Notice of an EGM, with details of motions or business to be transacted, must be sent to all members not less than 14 days prior to the meeting.
- 4.12 Voting on all matters at an AGM or EGM shall be on the basis of one vote per eligible member. The person voting on behalf of a voluntary group, a business that is a Corporate Member, or a school, must be a member of that voluntary group, business or school and appointed by it to vote at the meeting. Voting shall be decided by a simple majority of those eligible to vote, except under 3.6 above and 6.1 below. Postal voting shall be conducted according to articles 13 to 19 of the WEN Articles of Association.
- 4.13 A quorum is essential for voting at the AGM or an EGM, and shall consist of 10 eligible members.

5 FINANCES

- 5.1 WEN shall operate on a "no profit" basis. All monies raised by or paid to WEN shall be deposited in Bank, Building Society or other approved accounts, and shall be administered by the Trustees for the activities of WEN as referred to in 2.1, 2.2 and 2.3 above. Trustees, Officers and members may claim reimbursement of reasonable out-of-pocket expenses incurred in their work for WEN.
- 5.2 In the event of dissolution of WEN, an EGM shall be called to consider, with due regard to the objectives of WEN, how to dispose of the remaining monies and assets.

6 REVISION OF BYE-LAWS

- 6.1 These Bye-laws may be revised by a two thirds majority of eligible members in attendance at the AGM or at an EGM called in accordance with the conditions specified in 4.1 and 4.11 above.

April 1993. Amended: April 1994, April 1995, September 1998, November 2000, March 2006 (to replace WEN with WLA21N), January 2009 (to include Schools and replace WLA21N with WEN), and April 2010 (to change quorum).