



Bicester Green Constitution

Aims and Objectives

Bicester Green is a not-for-profit social enterprise located in Bicester. Bicester Green 'centre for skills, sustainability and second-hand stuff' opened in June 2013. Our aims are:

- To divert waste from landfill, focussing on the repair of electrical items, furniture and bicycles
- To work with volunteers, providing them with skills and bringing together the local community – therefor reducing isolation and increasing community cohesion
- To sell affordable items to those in need – helping them to furnish their homes and get around in a healthy, sustainable and low cost way on our refurbished second hand bicycles
- To be a sustainability hub for the Bicester area, hosting events and meetings

Membership

Anyone can volunteer at Bicester Green and can therefore become a member (with a written application form). A decision will be made by the centre manager on suitability and suggest appropriate days and times to attend.

A register will be kept of names and address, membership will last for 1 year and will be renewed annually for 'active' volunteers. All personal data acquired by Bicester Green shall not be further processed or disclosed without the consent of the individual(s) in question.

New trustees/directors can be invited to join by a current trustee/director. An application form must be completed, the entire board will review this and a decision will be made at a subsequent board meeting.

There are three types of members within Bicester Green;

- 1) Volunteer members (those volunteering at Bicester Green)
- 2) Director members (those who sit on the board of directors for Bicester Green)
- 3) Staff of Bicester Green (those who are employed by Bicester Green)

Board Meetings

Bicester Green board meetings will normally be held every month, but may be arranged more frequently where necessary. Meetings will be used to co-ordinate working groups, explore new funding and plan new events and long-term strategy. Decisions will normally be taken by consensus but, if considered necessary by the meeting, by majority vote.

Annual General Meetings

Timing and process:

An annual general meeting (AGM) will be held once a year usually after the accounts for the previous financial year are available.

A board member (director) will call the meeting at least 21 days before the date of the meeting by distributing an announcement to all members and placing an advertisement for the general public where appropriate.



Three trustees/directors will form a quorum of at least 3 directors (the minimum number of people needed at the meeting in order to make decisions). The chair of Bicester Green or a member authorised by the chair will conduct the meeting.

General functions of the AGM:

The AGM will review the group's finances, authorise the scope of proposed activities, communicate the strategic direction for Bicester Green and reconfirm appointment of directors and address any other issue brought forward by a director or volunteer.

Special General Meetings

A special general meeting may be called at the request of any director. A special general meeting can perform the same functions as an AGM. A board member will inform all directors of a special general meeting at least one week before it takes place.

Changing the Constitution

The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated at least one week before the meeting. The decision will normally be taken by consensus, unless the board members decide that a majority vote should be used. Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to some quite different purpose. A draft of the new constitution will be sent out via e-mail for viewing by board members and volunteers. Comments can then be made by a date decided at the meeting.

Officers of the Organisation

The officers of Bicester Green are the members of the board of directors as well as any Bicester Green employees. There are six key roles that should be fulfilled by the board of directors, these are outlined below. A single person can deliver multiple roles where appropriate. These roles will be decided by majority vote by the board of directors at a board meeting and communicated to all members at the AGM.

1. Chair – overall responsibility
2. Treasurer
3. Fundraising lead
4. Communications / media relations lead
6. Volunteer Coordination and Human Resources lead

Bicester Green board members are responsible for the good governance of the organisation. Board members will be appointed at an annual general meeting for one year, with no limit on the number of times that they can be re-elected. Board members will not be paid.

Board members may be removed by a decision taken at a board meeting, special general meeting or AGM if they do not attend meetings or carry out their duties for six (6) months. Board members may step down at any time by notifying other trustees/directors at a board meeting. Vacancies will be filled either at a subsequent board meeting, a special general meeting or AGM.

Finance

The Treasurer will keep Bicester Green's financial accounts and records, prepare annual accounts, and control expenditure. The Treasurer will be responsible for setting up and managing the group's bank accounts, and will approve signature of cheques (two signatures from among three specified officers, who will normally be the chairperson and the treasurer; signatories must not be related.)

Bicester Green has appointed an accountant to prepare and sign off the annual accounts which will be submitted to Companies House. These accounts will be communicated at the AGM.



Termination of Bicester Green

A decision to wind up Bicester Green can be taken by an AGM or an SGM and in consultation with the CAG Project based on a decision made by the board members. The board members will transfer any assets of the organisation to an organisation with similar aims and objectives.

Signed		Position	Chair	Date	
Signed		Position		Date	