



Northumberland Green Hub

Constitution

Name and Location

1. The name of the organisation is Northumberland Green Hub (NGH). It is henceforth referred to as 'the network'.
2. The network is based in England and is subject to the laws of England and Wales.
3. The network operates primarily in north Northumberland, but membership is open to all regardless of geography.

Aims and Objectives

4. The aim of the network is to provide a physical and online space for people to meet, learn, share and collaborate on issues of climate change, the environment and sustainability.
5. The objectives of the network are to:
 - a. Connect individuals and community groups who are working on issues of climate change, the environment and sustainability;
 - b. Provide a platform through which to share skills and knowledge;
 - c. Publicise initiatives, events, opportunities and funding of interest to members;
 - d. Create a stronger voice by connecting members on issues of common interest and concern.
6. The network is not aligned with any political party or religious organisation.
7. The network has adopted and developed policies which include, but are not limited to:
 - a. The protection of children, young people and vulnerable adults;
 - b. Diversity and inclusion;
 - c. Data protection.

Powers

8. To further its aims, the network may:
 - a. Raise funds and invite and receive contributions;
 - b. Apply for grants or other sources of revenue from voluntary or statutory grant-making bodies;
 - c. Open a bank or building society account or accounts in the name specified above, provided that:
 - i. At least two of the Steering Group are signatories to the account
 - ii. All withdrawals from the account are authorised by at least two signatories;
 - d. Disburse available funds to individuals or groups for purposes which directly contribute to the network's aims;
 - e. Co-operate with and/or affiliate to voluntary bodies, charities and statutory authorities operating to pursue similar objectives, including the exchange of advice and information

with them;

- f. Publish material in physical or electronic form which may include, but is not limited to, print, a website, social media or any other future means.
- g. Do all such other lawful things that are necessary to achieve the aims and objectives.

Membership

- 9. The network is open to members of existing community groups and individuals who are not members of said groups. Where an individual who is part of a professional organisation working on climate change, environmental or sustainability issues joins, they will become a member in their personal capacity.
- 10. Membership of the network is open to anyone aged 16 or over who supports the aims and objectives of the group.
- 11. Members are defined as those individuals who have completed a Joining Form, provided contact details and have agreed to abide by the policies of the network.
- 12. Membership fees, if any, shall be determined at the Annual General Meeting.
- 13. Only members can vote at meetings of the network.
- 14. The network has the right to suspend or end the membership of an individual who has brought the name of the network into disrepute, or who has been found to have worked against the aims of the network. Such a decision must be taken by a majority of Steering Group members.
- 15. A list of all members will be managed by the Steering Group.

Management

- 16. The network will have a Steering Group consisting of a minimum of four and a maximum of eight members to cover key responsibilities. One member of the Steering Group will be elected as the Treasurer; other responsibilities will be shared and / or rotated as necessary.
- 17. The duties of Steering Group members will include, but are not limited to:
 - a. Providing leadership for the network, engaging with members, planning and arranging events, overseeing communication and membership admin, and undertaking outreach to promote the network.
 - b. Representing the network at events and meetings to which the network has been invited;
 - c. Managing the finances of the network and keeping accounts;
 - d. Answering enquiries to the network;
 - e. Ensuring Steering Group and General Meetings are effectively chaired, and minutes are taken;
 - f. Undertaking any lawful activities necessary for the efficient management of the network.
- 18. Over and above those at 17. the duties of the Treasurer are to:
 - a. Supervise the financial affairs of the network
 - b. Keep proper accounts that show all monies collected and paid out by the network;
 - c. Be responsible for the operation of the bank account, ensuring that monies are paid in and that all creditors are paid in accordance with their payment terms.
 - d. Provide regular financial statements to the Steering Group;
 - e. Provide an annual financial report to the AGM.
- 19. The Steering Group will meet at least four times per year; these meetings may be in person or

online.

20. The role of Chair of the Steering Group will be undertaken by all members of the Steering Group and will be agreed at the start of each meeting. The chair for the AGM and any other general meetings will be agreed beforehand by the Steering Group.
21. To assist them, the Steering Group may delegate responsibilities to individual members or to subgroups constituted for specific purposes. Such individuals or subgroups may be required to report to the Steering Group or general meetings.
22. The quorum for a Steering Group meeting will be three members.
23. Voting at a Steering Group will be by a show of hands. If there is a tied vote, the chair of the meeting will have an extra vote.

Elections to the Steering Group

24. Steering Group members will be elected or re-elected at general meetings of the network.
25. The term of office for Steering Group members will be one year. Steering Group members appointed to fill a vacancy or elected at an EGM will serve until the next AGM.
26. There are no limits to the number of times that a member may be elected or re-elected to the Steering Group.
27. Any member of the network may stand for election to the Steering Group, provided they have met the membership criteria.
28. The procedure for election of Steering Group members at a general meeting is as follows:
 - a. Members must be informed of the date, time and venue of the meeting at least two weeks in advance. This should include information about the election procedure;
 - b. When asked by the chair, members wishing to stand must indicate their willingness to stand for election. Members unable to attend may indicate their willingness to stand in advance of the meeting by informing the chair either verbally in writing;
 - c. Members willing to stand should be proposed and seconded;
 - d. Members will be elected to the Steering Group based on a simple majority of the number of votes. In the event of a tie, the chair of the meeting has the casting vote;
 - e. Once elected, candidates will take up their role immediately.
29. Members of the Steering Group will be removed if:
 - a. They become bankrupt;
 - b. The other members of the Steering Group reasonably believe they have become physically or mentally incapable of managing his/her own affairs and they resolve that she/he be removed from the Steering Group;
 - c. They resign their position by writing to the Steering Group;
 - d. They fail to attend three consecutive Steering Group meetings without good cause and all other Steering Group members decide that she/he should be removed for this reason.
30. Steering Group members may resign by informing the Steering Group either verbally or in writing. The resignation will take effect at a date agreed with the Steering Group.

Vacancies

31. A vacancy arises when a Steering Group member resigns, is unable to act due to death or

incapacity, they have been removed because of one of the reasons listed above or they are no longer a member of the network.

32. When a vacancy arises, a member of the network may be co-opted onto the Steering Group until the next general meeting. In such circumstances, a vacancy will be notified to all members. If there is more than one candidate, the Steering Group will take a decision about which candidate to co-opt.

General Meetings

33. The network will hold an Annual General Meeting open to all members. The business of the AGM will be:

- a. To hear an annual report from the Steering Group;
- b. To receive and approve the annual accounts of the network;
- c. To elect, or re-elect, the Steering Group;
- d. To consider any proposals for changes to the constitution;
- e. To conduct any other business of an annual nature;
- f. To set the date for the following year's AGM.

34. All members will be given at least two weeks' notice of the AGM, giving the date, time, venue and agenda. Any members who want to stand for election to the Steering Group must contact the Steering Group at least seven days before the AGM.

35. If required, the network may hold an Extraordinary General Meeting open to all members. An EGM may be called at the request of 10% of the current members or at least three of the Steering Group. Members must be given one month's notice of an EGM. The business of the EGM will be determined by the chair of the meeting who may request reports from the Steering Group, call for election of Steering Group members, or conduct any other business of an extraordinary nature.

36. Decisions at General Meetings will be by a vote. The chair of the meeting or any member present may call for a vote. Decisions put to a vote should be proposed and seconded. Voting will be by a show of hands the decision made by a simple majority of the number of votes. In the event of a tie, the chair of the meeting has the casting vote.

37. Minutes will be kept of all Steering Group and General Meetings and made available to members on request.

38. General meetings will be quorate when at least 10 members are present. At least three members of the Steering Group must be present for a general meeting to be quorate.

Finance

39. A bank account will be maintained by the Treasurer on behalf of the network.

40. There will be at least three signatories to the account. Each transaction will be authorised by two signatories.

41. Financial record keeping will be the responsibility of the Treasurer, including an annual statement of accounts presented at the AGM.

42. All money raised by the network will be spent solely on the aims and objectives set out in the constitution.

Dissolution

43. The network may be wound up by a vote at an Annual General Meeting or by an Extraordinary General Meeting called for that purpose. Notice of intention to wind up the network must be sent to all members at least one month before any such meeting. The Steering Group will ensure that all assets are collected in and all liabilities paid, before ensuring that any remaining assets are given to a similar charitable organisation.

Amendments to the Constitution

44. The constitution may be amended by a general meeting provided that the meeting is quorate, and the amendment is agreed by a two-thirds majority of those present.

45. A new constitution shall become effective immediately on its adoption by the membership at a general meeting.

Approval

46. This constitution was unanimously approved by the Steering Group on December 10th 2025.