

CONSTITUTION

1. Title

The name of the group is Cockermouth Emergency Response Group.

2. Definitions

The group: Cockermouth Emergency Response Group (CERG)

The members: persons who hold membership of the group in accordance to paragraph 4.

The management committee: elected members of the group in accordance to paragraph 5.

The year: a twelve-month period ending 31st March.

3. Objectives

The main objective of the group is to support and protect Cockermouth residents in the event of an emergency situation.

The Cockermouth Emergency Response Group Objectives are:

- Prepare and maintain a robust Community Emergency Plan for Cockermouth
- Act as a point of contact for the Statutory Services (and other third sector organisations) for the activation of the Community Emergency Plan
- Ensure responding personnel are adequately trained
- Ensure that plans are tested and that any deficiencies are incorporated into the next version of the plan

4. Membership

Membership shall be open to any individual who shares the objects of the organisation. Corporate membership shall be open to any business or organisation which shares the objects of the organisation.

5. Management Committee

The Management Committee shall meet not less than four and not more than twelve times a year. In addition to the Management Committee elected at the Annual General Meeting sub-committee may be formed to pursue specific activities as deemed appropriate by the Management committee. Casual vacancies shall be filled by the Management committee and shall have immediate effect. Additional members to the management committee may be co-opted at any time. Fifty (50%) per cent of board members must attend a meeting to be quorate and in the event of a tied vote the casting vote shall belong to the Chair.

6. Trustees – There shall be three trustees appointed by majority consent of the Board for a (normally) three year period.

7. Meetings

- (a) The General Meeting will be the sovereign body of the organisation, responsible for its strategy and general policies
- (b) Any individual member of the organisation attending a General Meeting shall have one vote
- (c) An Extraordinary General Meeting of the organisation may be called by the Chairman, or by written request to the Management Committee in writing signed by at least 5 members.
- (d) The Annual General Meeting shall take place not later than three calendar months following the end of the organisation's financial year. Exceptions to this and any of the rules states in this constitution may be national or local emergency situations e.g. pandemic which may mean rescheduling these to remain lawful.
- (e) The business of the Annual General Meeting shall include
 - i. To receive the Annual Report of the organisation;
 - ii. To receive the examined accounts for the preceding year;
 - iii. To appoint an independent examiner of the accounts;
 - iv. To receive such presentations relating to the organisations as may be arranged;
 - v. To debate motions submitted by members of which at least twenty-one days written notice has been given to the Management Committee
 - vi. To elect Officers: Chairman and Treasurer. These officers to hold office until a successor has been appointed;
 - vii. To elect a Management committee which including the officers consists of not less than five members and nor more than seven members who will conduct the day to

day business of the organisation. The Management Committee will remain in place until the next Annual General Meeting;

viii. Such other business the Chairman decides is appropriate

- (f) No business may be transacted at either a General or Annual Meeting unless at least one-third of the whole number of members of the Management committee are present and in no case shall the quorum of a meeting be less than three.
- (g) The proceedings of a General Meeting shall not be invalidated because any person or body entitled to notice of the meeting has not received such notice.

8. Equality & Diversity

We will not knowingly discriminate against any individual or group in the community in what we do or in what we promote including any publicity materials.

9. Financial Arrangements

- (a) All monies received by or on behalf of the organisation shall be applied to further the objectives of the organisation and for no other purpose
- (b) Any bank accounts opened for the organisation shall be in the name of the organisation.
- (c) Any cheques issued or electronic payments made shall be processed by the Treasurer and any one of the two other nominated members of the Management Committee.
- (d) The organisation shall ensure that its accounts are audited or independently examined every year and the accounts signed off at the Annual General Meeting
- (e) The organisation may pay reasonable out of pocket expenses including travel, stationery, childcare and meal costs to members or Management Committee members.
- (f) A member appointed to represent the organisation in discussions with other bodies, including the media and correspondence shall act only on the instructions of the Management Committee or the Chairman.
- (g) All payments are approved quarterly
- (h) All single payments over £500 to be approved by the Management Committee
- (i) At least two quotations to be obtained for all single purchases over £500
- (j) A budget to be set for the next financial year and performance against the budget to be monitored by the Management Committee quarterly
- (k) the bank reconciliation to be produced and monitored by the Management Committee quarterly

10. Changes to the Constitution

The constitution may only be changed with agreement by the Management Committee and members at a meeting called for that purpose providing that twenty-one days notice has been given. Exceptions to this may be made as at paragraph 6 (d) when the Management Committee must unanimously approve any changes.

11. Dissolution

The organisation may be dissolved by a resolution of a Management Committee. In the event of dissolution any assets of the organisation shall be transferred to an organisation with similar objects to this organisation.

12. Adoption of the Constitution

This constitution was adopted at a meeting of the group on.....

Signed	Name <u>Brian M. TUGGILL</u>	date <u>11.2.2021</u>
Signed	Name <u>HAILEY BISHOP</u>	date <u>11/2/21</u>
Signed	Name <u>Paul Moafad</u>	date <u>11.2.21</u>
Signed	Name	date