

Furness Waste Consortium

Mission Statement & Constitution.

(Mission statement (reviewed 29th January 2007))

The purpose of the Furness Waste Consortium is to promote sustainable waste management throughout South Cumbria by:

- **Information sharing and partnerships**
- **Duty of care audits**
- **Identification of waste minimisation opportunities**
- **Developing a holistic waste management strategy for Furness**

Constitution (revised 29th January 2007)

1. Voting

- 1.1 There shall be 1 vote per member organisation.
- 1.2 Associate members will not have voting rights.
- 1.3 The Chairman has the deciding vote in the event of a 'tied' vote.

2. Meetings

- 2.1 There will be five scheduled meetings in each year as follows:
(within each of the months stated if possible)
 - January (Annual General Meeting).
 - April.
 - June.
 - October.
 - December.
- 2.2 Meeting dates and venues will be agreed at the AGM for the whole of the year.

3. Annual General Meeting

- 3.1 This meeting shall:
 - Review the Mission Statement, Constitution, Position Statement, previous year objectives and previous year minutes.
 - Elect positions.
 - Set objectives.

- Agree an annual membership fee.

4. Extraordinary meetings

- 4.1 May be called as and when required by any member.

5. Guests & Speakers

- 5.1 Guests and speakers will be invited to meetings as required.
- 5.2 No expenses will normally be paid.
- 5.3 Payments may be made in exceptional circumstances if accepted by a quorum.

6. Agenda

- 6.1 A written agenda will be provided electronically to all members prior to a meeting and the opportunity given to amend the details before the meeting date.
- 6.2 Writing the agenda will normally be a requirement of the Chairman.
- 6.3 Issuing the agenda will normally be a requirement of the Secretary.

7. Minutes

- 7.1 Writing minutes of a meeting will normally be a requirement of the Secretary but can be undertaken by any member present.
- 7.2 The details will be submitted to the Chairman electronically in the recognised standard format.
- 7.3 The Chairman will be expected to confirm reasonable accuracy of meeting minutes to the Secretary prior to issuing them electronically to all members.
- 7.4 Opportunity to amend meeting minutes will be given to all members at the next meeting.
- 7.5 An agreed copy of the minutes will be posted on to the website.

8. Documents

- 8.1 A copy of all agendas, minutes and other correspondence shall be maintained by the Secretary for record.

9. Review

- 9.1 The Mission Statement, Constitution and Position Statement shall be reviewed and amended if required, at least annually.
- 9.2 Previous year objectives, previous year minutes and annual subscription shall be reviewed at the AGM.

9.3 Current objectives and the latest minutes will be reviewed at the next meeting.

10. Quorum

10.1 This will comprise of 6 core members.

11. Positions

11.1 Election of positions will normally be by majority vote by core members at the AGM each year.

This will comprise of the following:

- Chairman
- Deputy Chairman
- Treasurer
- Honorary secretary
- Associate Member Co-ordinator

11.2 Need for other positions to be agreed as necessary by majority vote.

11.3 No remuneration will normally be provided to any position for work done, or any expenses incurred.

11.4 Payments may be made in exceptional circumstances if accepted by a quorum.

12. Membership

12.1 All members are required to complete a membership form detailing their company and contact details.

12.2 The membership form contains a confidentiality agreement which must be signed by members.

13. Core membership

13.1 FWC aim for 10 main organisations to represent the views of the organisation.

13.2 All core members have voting rights.

13.3 Any member of the core membership can nominate a new member onto the FWC.

13.4 The core membership will vote to elect any new member into the organisation and agree the category of membership.

13.5 Core members will comprise of both full and associate members.

13.6 Officer positions can be elected from any core member.

14. Full members

- 14.1 Typically these members represent major local industries and councils.
- 14.2 Normally expected to pay annual membership.
- 14.3 Normally expected to attend FWC meetings.

15. Associate members

- 15.1 Typically these members represent Government Agencies, Waste contractors, Non Governmental Organisations, smaller local industries and other interested parties.
- 15.2 Not pay a membership fee.
- 15.3 Must be voted by majority on to core membership.

16. Member details

- 16.1 A member contact list will be maintained by the Secretary for use by other members.
No information will be passed on to other parties.
- 16.2 The contact list will be posted on to the secure section of the website.

17. Finance

- 17.1 FWC is a not for profit organisation.
- 17.2 An annual fee will be payable by members, of a sum agreed at the AGM.
- 17.3 The need to raise any additional monies will be identified by majority vote.

18. Accounts

- 18.1 The Treasurer is responsible for managing FWC accounts.
Monies are held in:
 - Current Account
 - Deposit Account
 - Petty cash
- 18.2 Named positions have been authorised by the bank to access accounts:
 - Treasurer
 - Chairman
 - Deputy Chairman

18.3 Two signatories are needed to sign cheques up to £50 without additional authorisation from members.

18.4 A majority of full members must agree to any payments above £50.

19. Duty of Care audits

19.1 Confidentiality of information should be maintained.

19.2 Only core members and the auditee to receive copies of any audit, unless otherwise agreed.

Bob Morris Chairman and John Watson Vice Chairman

Furness Waste Consortium

29th January 2007