

# Constitution: Aircraft Noise Action Group

## 1. Name

The name shall be "Aircraft Noise Action Group" ("ANAG")

## 2. Aims

The aims of ANAG are:

- a. To campaign for the reduction and limitation of noise from aircraft using Newcastle International Airport (Newcastle upon Tyne) on the ground and in the air.
- b. To collaborate with organisations throughout the United Kingdom and elsewhere who are campaigning for reductions in aircraft noise.
- c. To widely disseminate and share information to ANAG members and to the general public (electronically and on paper and by other means) from multiple sources relating to the impact of aircraft noise on residents living near airports and/or under flight paths.
- d. To be open in its communications and to take part in discussions where their content and outcomes can be shared widely.
- e. ANAG may also extend its aims to cover other impacts of aircraft use.

## 3. Membership

- a. Membership is open to anyone who:
  - is aged 16 years or over
  - lives in Tyne and Wear, Northumberland or County Durham
  - supports the aims of ANAG
- b. Supporters of ANAG at the time of ANAG's adoption of this constitution will become members of ANAG by default. Each supporter will be individually notified and given the opportunity to terminate their membership should they so wish.
- c. Following **3b** above, membership of ANAG will begin as soon as an individual applies to become a member and ANAG has replied confirming the start date of membership.
- d. ANAG will assume that membership will be continuous from the start date unless a member resigns which may be done at any time via email or in writing.
- e. There will be no membership fee and members will be invited to contribute an amount of their own choice when membership starts and on each annual anniversary of their membership.
- f. A list of all members will be kept by ANAG.

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- g.** Behaviour: Offensive or illegal behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or contravening the equal opportunities clause in this constitution may be asked not to attend further meetings or have their membership summarily terminated by ANAG. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities**

ANAG will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

#### **5. Committee and its roles and functions**

- a.** The business of the group will be carried out by a Committee elected:
- by members at an Annual General Meeting or a Special General Meeting. or
  - by email or other electronic process approved by the Committee on each occasion
- b.** The Committee will meet as necessary and not less than four times a year.
- c.** The Committee will consist of:
- i.** A Chair
  - ii.** 4 elected members.
  - iii.** Up to 2 additional Committee members may be co-opted at the Committee's discretion from within the ANAG membership.
  - iv.** Co-option outwith ANAG membership may take place subject to the approval of a General Meeting on terms to be set by that meeting.
- d.** Any committee member not attending two consecutive meetings without apology will be contacted by the Committee and asked if they wish to resign.
- e.** The Committee meetings will be open to any member of ANAG wishing to attend, who may speak but not vote. Committee meetings will not be open to non-members unless otherwise invited by the Committee.

#### **6. Business functions and roles:**

- a.** The Committee shall provide, from its elected membership and in addition to the role of Chair, the following functions and roles to support and carry out the work and business of ANAG:
- Secretarial: ensuring that meeting minutes are taken, the distribution of meeting documentation and keeping a list of members and communicating with members.
  - Treasurer: maintaining accounts, receiving income and donations and monitoring and managing expenditure (see section 12)

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- Campaigning: developing and rolling out campaign activities

The Committee will specify named Committee members to lead the delivery of above functions and roles with support from other members of the Committee and from other members of ANAG as appropriate.

- In the event of an elected Committee member standing down during the year a replacement will be elected by members at either a General Meeting, a Special General Meeting or by postal or electronic ballot at the discretion of the Committee.
- In the event of a co-opted Committee member stepping down during the year, the Committee may choose a replacement at its discretion.

## **7. Annual General Meetings**

- An Annual General Meeting (AGM) will be held in November each calendar year.
- All members will be notified at least 4 weeks before the date of the meeting, giving the venue, date and time. Documentation for the meeting will be provided to members at least 5 days before the meeting.
- Nominations for the committee membership and officers may be made to the Secretary before the meeting, or at the meeting.
- The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.
- At the AGM:-
  - The Committee will present a report of the work of ANAG over the year.
  - The Committee will present the accounts of ANAG for the previous year.
  - The Officers and Committee for the next year will be elected.
  - Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **8. Special General Meetings**

- The Secretary will call a Special General Meeting at the request of the majority of the committee or at least 8 other members giving a written request to the Chair or Secretary stating the reason for their request.
- The meeting will take place within twenty-one days of the request.
- All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **9. General Meetings**

- General Meetings are open to all members and will be held at least once every 6 months or more often if necessary.

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- b. All members will be given 3 weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- c. The quorum for a General Meeting shall be 10% of the membership or 10 members, whichever is the greater number.

## **10. Committee Meetings**

- a. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 14 days before the meeting.
- b. The quorum for Committee meetings is 3 Committee members.

## **11. Rules of Procedure for all meetings**

- a. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement among everyone present.
- b. If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **12. Finances**

- a. An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee. The signatories must not be related nor members of the same household.
- b. All payments will be signed by two of the signatories.
- c. For cheque payments, the signatories will sign the cheque.
- d. For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.
- e. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- f. The financial year shall run from 1<sup>st</sup> of September to the 31<sup>st</sup> of August.
- g. All money raised by or on behalf of ANAG is to be used only to further the aims of the group, as specified in item 2 of this constitution.

## **13. Amendments to the Constitution**

- a. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
- b. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

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- c. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

**14. Dissolution**

- a. In the event that 2 consecutive General meetings are inquorate, the Committee will call a Special General Meeting. The principal business of the Special General Meeting thus called will be the dissolution of ANAG.
- a. If the Special General Meeting in 14a above is inquorate, the Committee will be empowered, at its discretion, to dissolve ANAG without further reference to members.
- b. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation to be agreed by members in the first instance or by the Committee.

**15. Agreement to the constitution**

This constitution was agreed at the Inaugural General Meeting of ANAG on:-

Date ...../...../.....

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....

Signed by:

Date:

Signed by:

Date: