

# Sheffield Tree Action Group (STAG) Constitution

(As amended on 16/2/2026, adding the SSTPG Representative roles)

1. **The Name of the Group** shall be 'The Sheffield Tree Action Group' (STAG)
2. **The Aims of STAG** shall be to protect and to support the development of urban trees and urban green space, especially in the areas where people live, work and travel.
3. **Powers:** In order to achieve its aims STAG may:
  - a. Collect and administer money from donations and fund raising
  - b. Open bank accounts
  - c. Liaise with relevant authorities
  - d. Carry out publicity campaigns
  - e. Engage the services of professional advisors
  - f. Organise community activities
  - g. Do anything lawful which will help it to fulfil its aims
4. **Affiliations:** STAG is not affiliated to any political party or any other group. It may form working relationships with any organisation or group that shares its aims
5. **Membership:**
  - a. Membership of STAG shall be open to any person over the age of 16 years who is interested in helping STAG to achieve its aims and willing to abide by the Rules of Membership.
  - b. Non-Voting Membership of STAG shall be open to any person under the age of 16 who is interested in helping STAG to achieve its aims and willing to abide by the Rules of Membership.
  - c. STAG may make a membership charge, to be agreed at a General Meeting, to cover its administration costs.
  - d. When setting membership charges consideration should be given to how this will affect members on limited incomes.
  - e. The Membership Secretary will maintain a record of all members and charges paid.
  - f. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
  - g. *All members will be bound by STAG's Code of Conduct for Members, as agreed by members in a General Meeting.*
6. **Management:**
  - a. **The Elected Committee** of STAG shall include both Officers and General Members elected for a period of one year:
    - i. Two Co-Chairs
    - ii. Secretary
    - iii. Treasurer

- iv. Membership Secretary
  - v. STAG representative to the Sheffield Street Tree Partnership Group (SSTPG)
  - vi. Up to 10 general members
  - vii. The Elected Committee may co-opt members for up to one year to fill vacancies. Co-opted members who wish to continue beyond one year must be elected to do so.
  - viii. The Elected Committee may create additional Officer roles for up to one year to undertake significant work, to be filled from the general membership of the committee. Such new roles may be continued beyond one year by agreement of a General Meeting.
- b. Members of the Elected Committee, including Officers, may be removed during their term by a no confidence vote of the Elected Committee. Any such vote shall be presented for ratification at the next scheduled General Meeting.
- c. **Elections:** The Members of the Elected Committee, including Officers other than the Co-Chairs, will be elected by the membership at a General Meeting, normally the Annual General Meeting. If the election is delayed beyond one year from the previous election the Secretary must record the reasons in their report to a General Meeting and the delay must not exceed six months.
- i. Arrangements for the first election will be agreed and organised by the preceding STAG Steering Group. Subsequent elections will be organised as below.
  - ii. The voting arrangements will be proposed from time to time by the Elected Committee and must be agreed at a General Meeting. They will include means for members to vote in advance if they cannot attend the meeting.
  - iii. The Secretary will invite nominations for Officer posts and general committee members at least six weeks before the election. Those nominated for Officer posts will be automatically treated as candidates for general membership
  - iv. Members may nominate themselves or other members. Each nomination must be seconded by two other members.
  - v. Members will vote on all candidates whether or not they are opposed. In order to be elected, candidates must receive sufficient votes to meet an election minimum threshold of ten (10) votes.
- d. **The second STAG representative to the SSTPG** will be a member of the Committee (including potential co-optees) and will be chosen by the Committee at their first meeting following their election each year, or as soon as possible thereafter.
- e. **The Co-Chairs** must be elected members of the Elected Committee. They will be chosen by the members of the Elected Committee at their first meeting following their Election each year.
- f. **Annual Plan:** The Elected Committee will consult with members and form an Annual Plan, setting out STAG's main practical aims. The Annual Plan must

be agreed by members at a General Meeting.

- g. **An Independent Trustee**, who is experienced in organisational management and not a member of STAG, will be appointed to have oversight of financial matters, to ensure that STAG operates according to its Constitution and to deal with any disputes or appeals that cannot be resolved by the Elected Committee. The Trustee will be nominated by the Elected Committee and must be agreed by members at a General Meeting. A sitting Trustee must be confirmed each year by members at a General Meeting and shall normally serve for a maximum of three (3) years.
- h. **Working Groups** will be created by the Elected Committee to undertake specific tasks and projects. A Working Group must include a member of the EC to liaise between the two and update the EC on progress of the work. The working group will continue as long as the EC is satisfied that it is making progress towards its aims and its work is required by the Annual Plan.
- i. **General Meetings**, including an Annual General Meeting, will give all members an opportunity to discuss and vote on significant plans and decisions.

## 7. Duties of the Officers:

- a. The duties of the **Co-Chairs** are:
  - i. *To chair meetings of The Elected Committee.*
  - ii. *To ensure that the Elected Committee acts within the remit of the Constitution and Annual Plan.*
  - iii. *To work for consensus and effective decision making by the Elected Committee.*
  - iv. *To ensure that STAG members are consulted and involved in the group's work and planning.*
  - v. *To take a lead in representing STAG in negotiations and public communication.*
- b. The duties of the **Secretary** are:
  - i. *To keep a record of the agenda and decisions made at General Meetings and Elected Committee Meetings.*
  - ii. *To organise General Meetings and Elected Committee Meetings, including distributing General Meeting documents in a timely way.*
  - iii. *To ensure that members are consulted about, and properly informed about, decisions to be made at General Meetings.*
  - iv. *To organise and record any votes conducted at General Meetings*
  - v. *To ensure that members are informed of decisions made at General Meetings and decisions made by the Elected Committee.*
- c. The duties of the **Treasurer** are:
  - i. *To act as signatory for bank account*
  - ii. *To keep proper accounts that show all funds received and paid out by*

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- iii. To provide the Elected Committee with regular financial updates and advice on financial problems or priorities arising.*
  - iv. To provide an annual financial report to a General Meeting and the Trustee.*
  - v. Ensure that any monies raised for specified purposes are used only in the pursuit of those purposes.*
  - vi. Allow the Trustee to view financial records on request.*
  - vii. A Deputy Treasurer will be appointed from the members of the Elected Committee, able to take over if the Treasurer is unable to carry out their duties. The Deputy Treasurer may assist the Treasurer in their duties including being a co-signatory for the bank account.*
- d. The duties of the **Membership Secretary** are:
- i. To provide the public with appropriate methods of joining STAG.*
  - ii. To take a lead in recruiting new members.*
  - iii. To maintain a record of current members.*
  - iv. To ensure that any membership charges are collected.*
  - v. To ensure that memberships are renewed as required by the Constitution and Rules of Membership.*
  - vi. To liaise with the Secretary to ensure that members receive regular communication about STAG's work*
  - vii. To ensure that all data held by STAG relating to members is managed according to the law and best practice regarding privacy and confidentiality.*
- e. The duties of the **Independent Trustee** are:
- i. To ensure that STAG operates according to its Constitution.*
  - ii. To assist with any appeals or disputes relating to decisions of the Elected Committee*
  - iii. To ensure transparent, detailed and accurate accounts are held by the Treasurer*
  - iv. To ensure all funds collected for a specified purpose are administered accordingly*
- f. The duties of the **STAG representatives to the SSTPG** are:
- i. To keep informed about relevant issues, attend, and participate in relevant SSTPG meetings/working groups, and to represent the views of STAG members and supporters, in a 'critical friend' role*
  - ii. Regularly report back to members and supporters and actively seek their input for emerging and upcoming issues and strategies, and to identify new ones*
  - iii. Work positively and in concert with the other STAG SSTPG representative (and as guided by the wider committee and STAG tree campaigner base) to maximise STAG influence in the SSTPG and its work*
  - iv. To produce and present a (joint) annual written report on progress, for consideration at the STAG AGM.*

## 8. Meetings

- a. **General Meetings** are open to all members. Their main purpose is to make significant decisions including changes to the Constitution and Rules of Membership. A General Meeting can be called at any time. There will be an Annual General Meeting during each calendar year.
  - i. *Members will be given at least 4 weeks notice of a General Meeting, unless the Elected Committee decides to call an emergency meeting for a stated reason, in which case at least 10 days notice will be given.*
  - ii. *Where members are asked to vote on a change to the Constitution or Rules of Membership, or an annual plan, or any other action to be taken, they must be given the full text of the proposed decision and any options at least 10 days before the meeting. Minor amendments to such a motion, not altering its intention, may be made by the proposer of the motion up to 4 days before the meeting. Noting Officers' routine reports does not require documents in advance.*
  - iii. *The location and general format of each General Meeting, including the use of online meeting and voting methods, will be decided by the Elected Committee at least 4 weeks before the meeting date.*
  - iv. *Voting methods and the timetable for voting used at General Meetings shall be determined by the Elected Committee with a view to optimising member participation.*
- b. **The Annual General Meeting** is a General Meeting where the members will be asked to note Officers' annual reports, elect Officers and general members of the Elected Committee and agree the Annual Plan.
- c. **Elected Committee Meetings** will be held at least six times each year. Their main purpose is to monitor STAG's ongoing work, advise Officers and Working Groups and develop plans for the future, including the Annual Plan.
  - i. *As well as scheduled meetings, the Elected Committee may choose to carry on an asynchronous 'rolling' meeting using a suitable online medium. This will normally allow greater participation in discussion and voting and more time for reflection and discussion.*
  - ii. *Scheduled meetings may be conducted in person, via an online meeting method or a hybrid, as the Elected Committee decides.*
  - iii. *Decisions will normally be made by consensus, the Co-Chairs' role is to help the Elected Committee arrive at an agreement.*
  - iv. *Where a vote is required the meeting record will include the voting numbers for and against the motion. If the vote is evenly divided the Co-Chairs will agree a single casting vote. If only one Co-Chair is present they will normally consult with the other before finalising the decision.*

## 9. Finance:

- a. Any bank account opened shall be in the name of The Sheffield Tree Action

Group.

- b. All payments from the bank account will require two signatories.
- c. Any bank account will have at least three signatories who will all be members of the Elected Committee, including the Treasurer. Signatories will be added or removed by a decision of the Elected Committee.
- d. Payments will be instigated and recorded by the Treasurer. Other signatories may not instigate payments except in exceptional circumstances with the approval of the Elected Committee.
- e. Members of the Elected Committee will not receive any expenses or payments for their work unless an exceptional item is agreed by the Elected Committee. Any expenses or other payments made to any individual must be solely for the purposes and aims of STAG, approved by the Elected Committee and be reasonable.
- f. STAG's main source of income will be donations from members and the public and STAG will conduct appeals to raise money for specific purposes or for the general fund.
- g. Where money is raised for a specific purpose the Treasurer will ensure that the money collected is used only for that purpose. Financial reports and accounts will show how this has been done.
- h. Any appeal for funds must make it clear what the purpose is, and also state how the money will be used if that purpose is no longer necessary, for example transferred to the STAG general fund.
- i. No credit agreement or overdraft shall be entered into by STAG. In exceptional circumstances the Elected Committee may agree to accept interest-free loans for specific purposes from supporters
- j. STAG's financial year will start on the 8th February each year. The Treasurer will present their annual financial report at the first general meeting following the end of the financial year.

## **10. Communication**

- a. The Secretary will ensure that STAG members have access to relevant information, such as this Constitution, Code of Conduct and officers' reports, and giving members appropriate notice of any meetings or votes.
- b. STAG will maintain a website, accessible to members, which will include documents concerning the organisation of STAG, elections and decision-making.
- c. STAG will maintain an email distribution service for members to be used for information about forthcoming events including meetings and elections
- d. The Secretary will ensure that these communication measures are undertaken with proper regard for data protection law and the privacy of members.

## **11. Alterations to Constitution:**

Any changes to this Constitution must be agreed by 60% majority vote at a General Meeting.

## **12. Rules of STAG Membership**

Rules of Membership will be agreed at the first General Meeting of STAG and may be updated by subsequent General Meetings

**13. Dissolution:**

STAG may be wound up at any time if agreed by a 60% majority of the Elected Committee and a 60% majority of a General Meeting and approved by the Trustee, following at least 8 weeks notice to members in writing. In the event of any winding up, any assets remaining will be given to another group with similar aims

This Constitution was adopted as a basis for launching The Sheffield Tree Action Group at a meeting of the preceding Sheffield Tree Action Groups Steering Group on 10th November 2020, and contains subsequent amendments approved by member votes.