

Constitution of the Humanities for the Environment

1. NAME

The name of the organisation shall be Humanities for the Environment (HfE).

2. AIM

The Humanities for the Environment is a global initiative of regional Observatories that aim to bring out how the humanities may contribute to pro-environmental behaviour.

3. POWERS

To further these aims the Directors of HfE shall have power to:

- I. Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the HfE.
- II. Promote and organise collaborative research and outreach.
- III. Do all such lawful things as will further the aims of the HfE.

4. MEMBERSHIP

- (a) Membership consists of two classes: founding membership (Class A) and institutional membership (Class B).
 - I. Voting membership (Class A) consists of ~~nine~~ eight founding member institutions.
 - II. Voting membership (Class B) shall be open to any institution which has been accepted by unanimous vote by the founding members.
- (b) Members must be present at the General Meeting to cast a vote.
- (c) Members of Class A and B vote together at the GM except as regards the vote on 4 (a) which is decided by founding members only.
- (d) The General Meeting shall have the power to terminate the membership of any member with two-thirds majority of the full membership provided that the member shall have the right to be heard by the GM before a final decision is made.
- (e) HfE will adhere to the Principles of Data Protection, as detailed in the GDPR of the European Union. This means personal data is safeguarded and cannot be used without the member's consent.

- (f) Membership dues paid after 1 October will cover the next calendar year.

5. MANAGEMENT

- (a) An Executive Board elected at the General Meeting (GM) shall manage HfE. Members of the Board may be elected for a two year term, and may be re-elected once.
- (b) The Board shall consist of a President, Secretary General, and Treasurer, each from a different Observatory.
- (c) If the Board finds it helpful to its operation, the Board may co-opt up to a further two voting members who shall resign at the next General Meeting. This process may be used to fill places which were not filled at an election, fill vacancies which arise between elections, and bring people with specific skills or experience onto the committee. The duration of any co-opted membership ends at the next GM.
- (d) The Board may meet physically but will conduct most business electronically and meet by virtual means at least four times each year.
- (e) At least three Board members must be present at a Board meeting to be able to make decisions.
- (f) A record of all decisions by the Board shall be kept by the Secretary General and made available to all members.
- (g) An Auditor, not member of the Executive Board, shall be elected by the GM to audit the HfE accounts. The Auditor may be re-elected once.

6. GENERAL ASSEMBLY

- (a) A General Assembly shall be held at least every second year. A pre-invitation issued by the Secretary General shall contain the Agenda as proposed by the Board and is sent to each member of HfE at least sixty days in advance of the date of the General Assembly. Members can submit additional items up to thirty days before the Assembly
- (b) Meeting notices for the GA shall be published three weeks beforehand by the Secretary General. The treasurer must make a report on the financial position for the previous year available three weeks before the GA.
- (c) A Special General Assembly may be called at any time at the request of the Board, or not less than one quarter of the membership. A notice explaining the

place, date, time and reason shall be sent to all members three weeks beforehand.

- (d) Proposals to change the constitution must be given in writing to the Secretary General at least 28 days before a GA and approved by a two thirds majority of those present and voting.
- (e) The Secretary General will maintain a record of the attendees at the General Assembly by an attendance sheet.
- (f) The General Assembly shall be quorate if duly called as by (b) and (c) above.
- (g) The decisions and votes taken shall be minuted by the outgoing Secretary and signed by the incoming President. The minutes shall be circulated to all members and reviewed and approved by the next General Assembly.

7. HEADQUARTERS

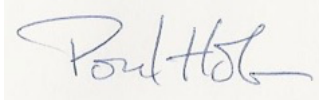
The address of HfE shall be determined by the Executive Board.

8. ACCOUNTS

- (a) The funds of HfE including all membership fees, donations, contributions and bequests, shall be paid into an account operated by the Executive Board. The Treasurer must authorise all expenses by email, circulated to the Executive Board.
- (b) The funds belonging to the group shall be applied only to further the aims of the group.
- (c) A current record of all income, funding and expenditure will be kept.
- (d) The auditor must make a recommendation to approve or reject the accounts at the General Assembly.

9. DISSOLUTION

- (a) HfE may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Assembly.
- (b) If confirmed, the Executive Board shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to HfE or some other charitable purpose(s) as HfE may decide at the GM.



28 September 2018

Signed by President

Date.....



28 September 2018

Signed by Secretary General.....

Date.....


Steven Hartman

28 September 2018

Signed by Treasurer

Date.....

Appendix:

For the first year of operation membership dues are: ??? euro

Voting rights at the Inaugural Humanities for the Environment General Meeting

Any institution present which has paid membership dues.