

Standing Conference on Problems Associated with the Coastline SCOPAC

Constitution

PART I

Adoption of the Constitution

1. The Standing Conference on Problems Associated with the Coastline will be administered and managed in accordance with the provisions in Part I and II of this constitution.
2. Part I outlines the purpose of the Standing Conference on Problems Associated with the Coastline (SCOPAC) and how it will conduct its affairs. Part II sets out the administrative provisions including membership, roles and operation.
3. Parts I and II may be amended by SCOPAC from time to time as may be required,

Name

4. The name of the organisation is “The Standing Conference on Problems Associated with the Coastline” (and in this document it is called SCOPAC).

Terms of Reference

5. Key policy aims

- To provide a strong political forum for coastal local authorities and other organisations with an interest in coastal risk management along the south coast of England.
- To raise and sanction funding for the successful operation of SCOPAC and for the development and implementation of its research programme.

6. Principal objectives

1. To provide a strong political voice for the coast of southern England and to work in close, equal partnership with the Southern Coastal Group on issues relating to coastal risk management.
2. To raise the necessary funding to maintain and enhance SCOPAC's research programme.
3. To attend the Regional Flood Defence Committees with the chairman or representative of the Southern Coastal Group.

7. Secondary objectives

- To attend meetings of the Local Government Association Coastal Special Interests Group, Coastal Fora, key national conferences and other SCOPAC events.

- To consider expenditure proposals and funding bids and to receive reports and information from the Southern Coastal Group at SCOPAC meetings.
- To assist coastal stakeholders by disseminating advice and good practice through the publication of advice and guidance, the holding of conferences, field meetings and events.
- To make representations on behalf of SCOPAC and the Southern Coastal Group to the government to ensure a proper level of resources are made available for coastal risk management in the context of climate change.
- To encourage active political involvement in coastal risk management by its constituent members.
- To work in close liaison with the Southern Coastal Group, the Solent and Dorset Coastal Fora to assist promotion of integrated coastal zone management.
- To prepare an annual report and business plan and to receive a report and plan from the Southern Coastal Group.

Geographical Extent

6. For the purposes of SCOPAC the geographical area comprises the coastline between Lyme Regis in Dorset and Shoreham-by-Sea in West Sussex, together with the whole of the coastline of the Isle of Wight.

Application of Income and Property

7. Income will be generated from membership of SCOPAC; Full Members contribute to the administrative costs together with a budget for research. Associate Members pay a reduced level of contribution which contributes only to membership and not to research. Corresponding members may only receive copies of SCOPAC agendas and minutes.
8. The level of fees shall be fixed before the end of November for the year starting from the following April. The income accrued by SCOPAC shall be applied solely to the promotion of its objectives.
9. Income will be applied in order to fulfil SCOPAC's key and supporting objectives. Funds will be expended on providing the necessary levels of administration including administrative and financial support, audit services, technical officer support, management of the SCOPAC website, chairman's expenses, professional indemnity insurance, fees for membership of key related organisations and domain fees. Any additional income generated will be expended as directed by SCOPAC but may include professional events (e.g. conferences and technical field meetings).
10. The Host Organisation will be paid by SCOPAC to ensure proper financial control (auditing, etc.).
11. An annual Business Plan and Work Programme for SCOPAC will provide the basis for determination of the allocation of funding from the SCOPAC budget for the following year. The Chairman of the Southern Coastal Group will be responsible for day to day financial control of the budget.

12. None of the income of SCOPAC may be paid or transferred directly or indirectly by way of dividend or otherwise by way of profit to any member of SCOPAC. However, this does not prevent:
 - an elected member or officer of SCOPAC from receiving reasonable and proper remuneration for any goods or services supplied to SCOPAC;
 - a member or officer from buying goods or services from SCOPAC.
13. The SCOPAC membership shall not be liable to indemnify the Host Organisation in respect of any losses, costs or expenses as set out above where such loss, cost or expense arises as a consequence of unlawful or negligent act of an employee working for the Host Organisation. Each of the Funding Partners will ensure that its employer's liability insurance fully covers its involvement in SCOPAC.

Dissolution

14. If SCOPAC resolves to dissolve the Group, the Chairman and the Chairman of the Southern Coastal Group, subject to availability of resources, will remain in office and be responsible for winding up the affairs of the Group.
15. SCOPAC must amass income of the Group and must pay or make provision for all the liabilities/commitments of SCOPAC.
16. The members may pass a resolution before, or at any time as, the resolution to dissolve the group, specifying the manner in which the Group is to apply its remaining assets.
17. SCOPAC must apply any remaining funds:
 - directly for its objectives; or,
 - as directed by SCOPAC members, by transferring to some other charitable organisation having similar objectives to SCOPAC and which prohibits the distribution of income (either directly or indirectly), and property to its members.

Amendments

18. Any provisions contained in Part I of this constitution may be amended by SCOPAC, provided that:
 - No amendment may be made to alter the Objects if the changes would not be within the reasonable contemplation of the members of SCOPAC;
 - It is passed by not less than the majority of Members of SCOPAC.
19. Any provision contained in Part II of this constitution (below) may be amended, provided that any such amendment is passed by not less than a majority of its membership.
20. A copy of any amendments of this constitution must be sent to all SCOPAC members and posted on the website within 21 days of it being passed.
21. No amendments or decisions may be made unless there is attendance at a meeting by a quorum of elected members.

PART II

Membership

1. Membership of SCOPAC shall be open to any body corporate or unincorporated association (such as local government, harbour authorities, key user groups, associations and NGOs) which is interested in furthering the objectives of SCOPAC (any such body being called in this constitution a “member organisation” or “member”).
2. Applications for membership must be made on the appropriate application form.
3. Admission is at the discretion of SCOPAC which shall take into consideration in deciding whether to accept the application of any organisation to membership that organisation’s contribution or potential contribution to the principal objectives of SCOPAC. Acceptance of an application to become a member may be subject to any conditions (including charges) as SCOPAC may stipulate.
4. SCOPAC may create different classes of membership and make rules concerning administrative fees.
5. Each member organisation shall appoint an individual (and in the case of local authorities and similar organisations, a councillor) to represent it and to vote on its behalf at meetings of SCOPAC; each organisation may be represented by both a Councillor and an officer, the officer being the appointee who also attends meetings of the Southern Coastal Group. In the event of absence of the elected member the officer may vote on his/her behalf but this should be only in exceptional circumstances. The extent of SCOPAC spans two Environment Agency regions and the Agency shall, therefore, be entitled to two votes.
6. SCOPAC must keep a register of names and contact details of every member organisation and appointed representatives which must be made available to any member organisation upon request.
7. Membership is terminated if:
 - the member organisation ceases to exist;
 - the member organisation resigns by written notice to SCOPAC;
 - SCOPAC resolves that it is in the best interests of SCOPAC that the membership is terminated.
8. A resolution to remove a member from membership may only be passed if:
 - a) the member has been given at least 21 days’ notice in writing of the meeting of SCOPAC at which the resolution will be proposed and the reasons why it is to be proposed;
 - b) the member organisation’s representative has been allowed to make representations to the meeting.

Role of Appointed Representatives

9. The responsibilities of the SCOPAC members are as follows:
 - To represent the views of SCOPAC;
 - To be accountable to both their member organisation and to SCOPAC;

- To act as information gatekeepers/bridging personnel between their member organisation and SCOPAC;
- To provide experience, comment and advice on individual areas of interest;
- To actively participate in the processes (for example consultation) of SCOPAC;
- To attend SCOPAC meetings where member organisations are requested to actively take part;
- To contribute towards the actions to deliver the key aims and supporting aims and objectives;
- To inform SCOPAC when alternative consultative processes are required.

SCOPAC Meetings

10. SCOPAC shall meet at least three times each year and at other times as may be deemed necessary. Meetings will be held at the offices of the host organisation. No more than four months shall elapse between successive meetings. The meeting will be known as the SCOPAC meeting.
11. The main purpose of the meetings will be to:
 - report to the wider membership progress of the implementation of SCOPAC's key aims and objectives as set out in Part I above;
 - to inform members of national, regional or local issues relating to coastal risk management;
 - to allow members to raise, discuss and, where possible, resolve issues relating to coastal risk management;
 - to allow members to make recommendations for further actions to be implemented by the Chairman and the Chairman of the Southern Coastal Group.
12. The meeting is for SCOPAC members and for officers from the Southern Coastal Group and items on the agenda will be agreed between the Chairman and the Chairman of the Southern Coastal Group. Any member organisation, subject to due notice, may let the Chairman know of any particular item that it wishes to see on the agenda. A minimum of twenty eight days notice is required in order that the necessary reports may be prepared.

Office Bearers

13. SCOPAC may appoint a Chairman and a Vice-Chairman who will be elected for a three year term; thereafter they may offer themselves for re-election.
14. The Chairman of SCOPAC will receive technical and administrative support from the Chairman of the Southern Coastal Group who will co-ordinate the day to day activities of SCOPAC and prepare agendas, ensure minutes are properly recorded, liaise with the host organisation over administrative and financial matters, arrange briefings for the chairman and bring reports to SCOPAC of key items of interest.
15. SCOPAC will be represented at a technical level by the Chairman of the Southern Coastal Group who shall be appointed by the Southern Coastal Group for a three year term. The appointed officer may offer himself/herself up for re-appointment.

Role of SCOPAC Chairman/Vice-Chairman

16. The responsibilities of the SCOPAC Chairman are as follows:

- To preside at SCOPAC meetings, and any other SCOPAC gatherings, where appropriate, at which and during the time for which he or she is present;
 - To actively promote SCOPAC's role to a wide range of organisations at a senior level and to raise its profile locally, nationally and internationally;
 - To attend key meetings including the Regional Flood Defence Committees, the Local Government Association Coastal Special Interests Group and meetings of coastal fora and any other meeting as may be determined by SCOPAC from time to time.
17. In the absence of the Chairman for any reason, the responsibilities of the Chairman shall be discharged by the Vice-Chairman.
18. If the Chairman or Vice-Chairman is not present or unwilling to preside, a member of SCOPAC shall perform this duty on that occasion.

Role of SCOPAC members

19. The responsibilities for members of SCOPAC are as follows:
- to consider and approve research proposals and expenditure;
 - to be committed to and act as a champion, for the achievement of SCOPAC's aims and objectives;
 - to be a good ambassador for SCOPAC at its meetings and within its associated organisations;
 - to attend SCOPAC meetings, vote on items of business and make a positive contribution to achieving the key aims and objectives;
 - to act as an advocate for SCOPAC in seeking approval of their organisation's commitment to SCOPAC;
 - to consider and react to issues raised by at SCOPAC meetings;
 - to consult with member organisation representatives individually and/or collectively on matters affecting their interest;

Roles of the host organisation

20. The responsibilities of the host organisation are as follows:
- the host organisation shall be a legal entity (e.g. County Council or Borough/District Council/Unitary Authority) or another suitable body which shall provide administrative and financial services for SCOPAC supported by the host organisation's legal and administrative framework.

Administration

21. The host organisation shall receive reports from the Chairman of the Southern Coastal Group on behalf of SCOPAC a minimum of ten days before each meeting. It shall compile agendas as directed by SCOPAC for each of three meetings a year and shall arrange for agendas to be sent to SCOPAC members either electronically or as hard copies (by request).
22. A representative of the host organisation shall attend a minimum of three meetings per annum of SCOPAC (all held at the Guildhall, Portsmouth) and take minutes (average time of each meeting maximum 2.5 hours); produce draft minutes within one week for review by the Chairman of the Southern Coastal Group, and compile final minutes and distribute within two weeks.

23. The host organisation shall set up a database for correspondence, letter heads, passing correspondence to relevant officers and allow for costs for postage and telephone calls.

Accountancy Services

24. The host organisation shall provide for SCOPAC the following accountancy services:
- Attend two meetings annually to arrange for fee setting and report on annual audit of accounts.
 - send fees invoices to SCOPAC members allowing for follow up payment chasing as may be required.
 - produce a monthly tabulation of expenditure against projected costs.
 - arrange payment of invoices on instruction from the Chairman of the Southern Coastal Group and Chairman (maximum twenty invoices per annum)
 - Arrange an annual internal audit of accounts.
25. The host organisation shall be paid by SCOPAC to undertake these services; a budget for the services shall be agreed in advance and shall be subject to annual review.
26. SCOPAC shall comply with the Standing Orders of the host organisation with respect to administrative, procurement and any other processes required unless otherwise agreed by SCOPAC with the host organisation.

Minutes

27. The Chairman of the Southern Coastal Group shall be responsible for ensuring the proper preparation and confirmation of minutes of each meeting by the host organisation.
28. The minutes for each of the SCOPAC meetings shall be made available at least twenty one days after the meeting to any member organisation electronically or as a hard copy on request.

Notices

29. Any notice may be given by SCOPAC to any member, either personally or by sending it by post to their registered address or to an e-mail address supplied by him or her, to SCOPAC for the giving of notice. Where a notice is sent by post, service of the notice shall be deemed to be effective by proper addressing, pre-paying and posting a letter containing the notice.
30. Notice of the next SCOPAC meeting will be given at the end of the previous SCOPAC meeting, in minutes of that meeting or on the SCOPAC website, at least twenty one days prior to the next meeting with the agenda.

Annual Statement

31. An annual Business Plan for SCOPAC will be prepared of each year in order that any necessary adjustments may be made to the budget and work programme for the following year. The financial programme for SCOPAC, including its budget and audit, will be subject to an annual review including a presentation by the appropriate financial officer from the host organisation. The Chairman of the Southern Coastal Group shall be responsible for monitoring budget reports received from the financial department of the host organisation and shall report to the chairman and to SCOPAC on progress with the budget and obtain approval as may be required for any variations.

SCOPAC Code of Conduct

32. SCOPAC members will:

- Use their influence and ensure that they behave to the best of their ability to maintain a sustainable environment in their undertaking of SCOPAC's activities;
- promote the concept of sustainable development and integrated coastal zone management through their activities;
- embrace the needs of the SCOPAC community and give the highest possible standard of service;
- serve SCOPAC as a whole. They should always remember their responsibilities to SCOPAC and ensure courteous, efficient and impartial delivery to all SCOPAC members;
- advise pressure groups, when required, but must do so in ways which must not compromise their or SCOPAC's political neutrality;
- use their knowledge in serving the SCOPAC community and constantly strive to learn more;
- not to use any information obtained in the course of their membership of SCOPAC for personal gain or benefit, nor should they pass it on to others who might use it in such a way;
- never to engage in corrupt practice and maintain a high standard of behaviour which will serve as an example to others.