**About Circular Revolution:**

Circular Revolution is a multi-stakeholder Co-Operative. This is a deliberative form of business organisation that is owned and controlled by more than one type of membership such as customers, workers, volunteers or community supporters. The Cooperative Alliance defines a co-operative as an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. Circular Revolution tries to demonstrate our commitment to this definition in everything we do.

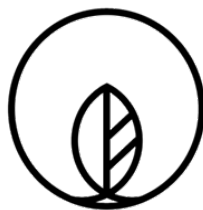
Circular Revolution is a Community Interest Company and non-profit making enterprise. Surplus is reinvested within the project, or in support of other co-ops or not-for-profit organisations with similar aims.

Secondary Rules:

This document was drafted by the Board of Directors and approved by the membership at Circular Revolution's Annual General Meeting held in February 2025. The structure of this document was inspired by Organic Lea Worker's Co-operative's document secondary rules which can be accessed via their website organiclea.org.uk

This 'Secondary Rules' document is designed to set out the ways our co-operative works together to steer the organisation, manage our service and operations and make decisions together. This document is designed to be a complete overview in regard to how we, the Co-Operative, works together.

These secondary rules have been established in accordance with Article 6 of Circular Revolution's Articles of Association in order to direct the management and set out the conduct and proceedings of the co-op. The Secondary Rules document will be reviewed at every Annual General Meeting and changes can be proposed and made by the membership.



Both Circular Revolution's 'Articles of Association' and this 'Secondary Rules' document are available on our website, circularrevolution.org, or upon request from the Co-Op's secretary.

When this document refers to 'Boaters', 'Boating community' or other variations thereof, it refers to the liveaboard inland waterways boaters of England and Wales, unless stated otherwise.

1. Circular Revolution's Vision, Mission and Aims

1.1 Circular Revolution's vision, mission and aims have been formed through discussions and feedback gathered from service users, co-operative members and supporters.

1.2 Our vision is:

Our vision is a world where 'waste' management infrastructure is environmentally responsible, responsive to a community's needs and creates energy and resources rather than wasting it. We would love for every person to be able to make an informed decision about how they manage their 'waste' and to be able to safely and sustainably manage a separating loo should they want to.

1.3 Our Mission is:

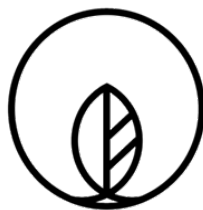
Our mission is to provide a sustainable, equitable and accessible waste management service shaped by and for Boaters.

1.4 Our Mission Statement can be broken down into our following Four Aims:

Aim 1:

Improve Boater's access to safe and sustainable sanitation:

Boaters are an under-served community who (like all people) deserve to have not just their basic needs met, but to have the resources and knowledge necessary to live safely, happily and ethically. In law, there is no designated authority to provide sanitation facilities for boaters, and the traditional facilities that are provided are becoming increasingly less available. We aim to contribute to an infrastructure which



ensures boaters can safely and reliably manage their 'waste', as well as the freedom and information to decide by which means they will do this.

Aim 2:

Ensure the service we provide is responsive to our community's needs and available to all who want to use it:

The boating community is a diverse population who mainly live nomadically. Circular Revolution will ensure that our service is responsive to the social, economic, and cultural needs of boaters and specifically make sure that economic status is not a barrier to access. Our organisation and ways of working will respect and embrace people of all backgrounds, genders and abilities. A key organising principle of Circular Revolution in this regard is our adoption of the principles of a Co-Operative business.

Aim 3:

Contribute to an improvement in the health of our immediate environment and of the wider eco-system:

The traditional sewered-sanitation facilities otherwise on offer to boaters contributes significantly to the pollution of our immediate and wider environment, including the waterways we call our home. Inspired by and utilising principles of 'circularity', we will ensure the 'waste' management solutions we provide are as environmentally-friendly as possible and creates energy and resources instead of wasting them.

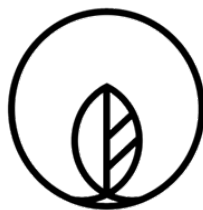
Aim 4: Be the instrument for wider change:

The traditional sewage and sanitation system in the UK is a private, for-profit industry which prioritises share-holder profits and causes irreparable environmental damage through its mismanagement. We want to showcase a grass-roots, sustainable and circular waste management model which both works and is replicable in other community settings.

2. Structure of the Cooperative

2.1 Board of Directors

2.2 Circular Revolution is governed by a Board with no less than 2 directors and no more than 5 during any term. The Directors meet at least once every 4 weeks to discuss decisions directly related to the running of the organisation. These meetings



are also open to Committee Board Members (see s.2.3) but must be attended by a majority of the Directorship (i.e. If 2 Directors are in post; 2 must attend, if 3 Directors are in post; 2 must attend etc). As well as Director's meetings, a majority of the Directorship must also attend the quarterly Board of Committee Members meetings (see s.2.3).

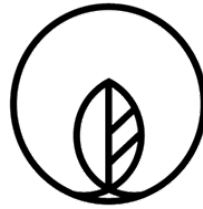
2.3 The Board of Directors are required to individually contribute 6 hours a month to the organisation (or equivalent as accrued). The purpose of the Board of Directors is to steer the direction of the organisation in accordance with the vision, mission and aims of the organisation. The Board of Directors are responsible for providing direction and guidance to the Board of Committee Members in order for them to be able to carry out their roles efficiently and with clarity. Ad hoc "working groups" may be appointed by the Directors at any time to deal with particular short-term projects or issues, e.g. a recruitment process or funding application. The Board of Directors receive a monthly or fortnightly subscription in exchange for their contribution to the organisation.

2.4 Directors are elected at the Annual General Meeting by members. Directors must be an active Board of Committee Member or Secretary/Treasurer at the time of election in order to be considered for Directorship and will actively hold a Committee Board Member role or Secretary role concurrently with their Directorship. As per Circular Revolution's Articles of Association article 92, 1/3 of the Directors' must stand down at each Annual General Meeting. There is however no limit in regard to how many times a Director can be re-elected.

2.5 Board of Committee Members

2.6 Governance of Circular Revolution is also provided by a Board of Committee Members. The Board of Committee Members are required to attend at least 3 of 4 quarterly meetings each year. 75% attendance is required for the meetings to go ahead. The Board of Committee Membership is open to members of the organisation and are selected by the Board of Directors according to their discretion and as is necessary for the running of the organisation.

2.7 The Board of Committee Members are required to contribute 4 hours a month to the organisation (or equivalent as accrued). The purpose of the Board of Committee Members is to provide expertise reflective of their specific role description and hold



specific responsibilities in order to meet the vision, mission and values of the organisation. The nature of the responsibilities and tasks are to be agreed on an individual basis with the Directors upon commencement of the role, and to be responded to flexibly throughout the progress of their tenure. The Board of Committee Members receive a monthly or fortnightly subscription in exchange for their contribution to the organisation.

2.8 The following positions are required to be filled with no limit in regard to their number.

2.9 Board of Committee Members Roles:

Whilst the Committee Member roles are distinct from each other, as outlined below, the responsibilities specific to each role also over-lap in their nature and flow in and out of each other.

2.9.1 Governance and Policy Committee Member:

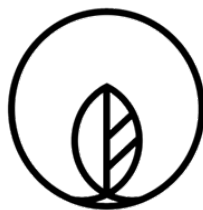
As a Co-op, it is important to us that our co-operatively run business is governed in a way which both ensures the longevity of the organisation, whilst also effectively providing opportunity to be shaped from the ground up. The Governance Committee Member would ideally have experience and knowledge of governance in a co-operative organisation and be able to advise and keep the governance of the co-operative in check. They would bring a good understanding of how we can best work internally and with our partners to ensure our organisation acts fairly and inclusively.

2.9.2 Fundraising and Partnerships:

Our current business model relies on raising core funding each financial year to keep afloat and is therefore a very important part of the Circular Revolution workload. The Fundraising and Partnerships Committee Member will ideally have experience and skills in supporting organisations' to complete grant and funding applications. They would also lead in making and maintaining good working relationships with external stakeholders, all with the aim of meeting our aims.

2.9.3 Sustainability and the Environment: Circular Economy:

Of course, sustainability and environmentally responsibility is at the heart of what



Circular Revolution does. We are proud of the contribution we have made to promoting the shared responsibility of looking after the canals and rivers we live on. However, we must begin work to further support this framework into the future. The Sustainability and the Environment Committee Board Member would be key in helping us develop and reach our goals in this regard. They would provide support and guidance in terms of ensuring we are operating as environmentally friendly as possible and in accordance with relevant legislation.

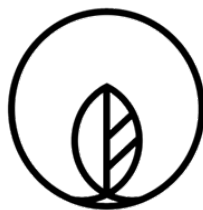
2.9.4 I.T, Website and Software: The innovative use of technology is a very important part of our core service. The It, Website and Software Committee Board member would provide insight and support regarding upkeep and developing our current systems, working to ensure we are able to provide our customers with the best possible service.

2.9.6 Operations and Logistics: Running an effective and efficient service is an ongoing, reflective process as we adapt to new challenges and customer demand. The committee member(s) overseeing Operations and Logistics would have a background in helping businesses balancing service user feedback with efficient use of resources to support operational decision making.

2.9.7 Community Engagement and Inclusion: What a beautifully, uniquely diverse community us Boaters are! Creating a service which is run in response to our community's wants and needs and where our customers, staff and volunteers can expect to be treated fairly and respectfully, has always been a driving factor which is close to the heart of Circular Revolution's vision. Our Community Engagement and Inclusion Committee Board Members will keep us accountable in that respect. They will also provide support to arrange workshops and skill sharing opportunities.

2.10 Secretary and Treasurer

2.11 In accordance with Article 13 of Circular Revolution's Articles of Association, the secretary is appointed by the Board of Directors and at their discretion. The Treasurer role is similarly appointed by the Directors, at their discretion. The position of



Secretary and Treasurer can be held by one individual if necessary.

2.12 In brief, the responsibilities of the Secretary are to link the Co-Operative members to the Board of Directors, ensure the Co-Operatives carries out their duties (as are outlined in 'Articles of Association and elaborated on in secondary rules document) and keep the correct legal registers.

2.13 In brief, the responsibilities of the Treasurer, acting on behalf of the Directors is to ensure that the co-operative complies with financial legislation and ensure that the Board and Board of Committee Members receives the support and advice necessary for them to understand the financial standing of the co-operative so that they are able to discharge their duties in relation to safeguarding the co-operative's finances.

2.14 Members

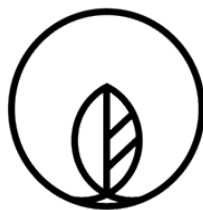
2.15 As a multi-stakeholder co-operative, Circular Revolution is open to membership from all those who hold or take an active interest in the Co-Operative. Members carry the right to one vote at General Meetings of the Co-operative. In accordance with of the Articles of Association, all Members agree to attend general meetings and take an active interest in the operation and development of the Co-operative and its business. Members have a duty to respect the confidential nature of the business decisions of the Co-operative.

2.16 In accordance with the Co-operative Principle of education, training and information, the Co-operative shall provide Members with information about what the role of a Member is within the Co-operative and will provide training in the skills required to be a Member and to participate in the operation of the Co-operative.

2.17 The Co-operative shall support its Members by ensuring that meetings are accessible and encourage participation.

2.18 Cooperative Membership

2.19 Circular Revolution is a multi-stakeholder co-operative, and membership is open to all stakeholders, customers, employees and beyond.



2.20 Membership is free for those who are employed within the organisation or are volunteering their time in a volunteer role (ie. As a Operations Volunteer, Committee of Board Member or Director).

2.21 New members and Member Obligations

2.22 New members are required to sign the 'Membership Agreement' document and read and understand the Articles of Association as well as these Secondary Rules. The 'Membership Agreement' will require the member to outline why they are interested in joining the co-op, if they have or want to contribute new skills or perspectives and to understand that their attendance at the Annual General Meeting and General Meetings is very much encouraged.

2.23 In accordance with article 75 of 'Articles of Association, all members carry the right to one vote at General Meetings of the Co-operative.

2.24 Operations Volunteers

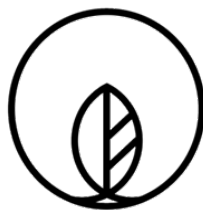
2.25 Operations Volunteers are recruited and appointed by the Board of Directors and/or the Operations Committee Board Member.

2.26 Operations Volunteers are required to contribute 2 hours per month/4 Hours every 2 months (in exchange for free access to the service). Volunteer roles vary and are made in agreement with the Directors and/or the Operations Committee Board Member. Volunteers are required to sign a Volunteer Agreement and make a minimum commitment of 1 year.

3. Annual General Meeting and General Meetings

3.1 As per article 51 of Circular Revolution Articles of Association, Annual General Meetings (AGM) are to be held no more than 15months apart from each other.

3.2 General meetings are to be at least once per year. In accordance with article 54 Circular Revolution's Articles of Association, the Directors may convene a general meeting or, in accordance with the Companies Acts, 10% of the membership may, in Writing, require the Directors to call a general meeting.



3.2 The purpose of these meetings is to ensure that members are given the opportunity to participate in the decision-making process of the Co-operative, review the business planning and management processes and to ensure the Co-operative manages itself in accordance with the co-operative values and Co-operative Principles. Offering a space and voice for the community is an important part of the Circular Revolution project, and attends directly to vision, mission and specifically aims 2 & 4.

3.3 Circular Revolution employs a mix of models to ensure AGMs are as effective as possible. Collaborative Agenda Setting is used to split agenda items into the following categories:

- Information: Announcing — I want to update people on something
- Feedback: Consult — I want to get feedback or input into something
- Co-creation: Work together — We need to design something new or better
- Proposal: Decisions — We need to make a decision on something

3.4 Where Proposals are made by a proposer, consent-based decision-making is then utilised according to the following format:

Step 1: Proposer makes a proposal

Step 2: Proposal presentation to everyone

Step 3: Round of clarifying questions invited from everyone present, if none then the person states/indicates they have no clarifying questions

Step 4: Round of quick reactions invited from everyone present

Step 5: Proposer can present a modified version two based on reactions

Step 6: Round of consent, tolerance or objection

Step 7: If there is still objection then the objector is invited to join the proposer on a new proposal, otherwise the proposal is adopted

4. Community Engagement Projects

4.1 In accordance with our organisational vision and aims, Circular Revolution will strive to provide educational opportunities and activities for social benefit. These can include training, skill sharing, visioning and strategy sessions, workdays for Circular Revolution visits to other projects, social gatherings and celebrations.

