

Sustainable Chulmleigh Constitution

1. Name

The name of the group shall be Sustainable Chulmleigh.

2. Aims

The aims of Sustainable Chulmleigh is to inform and empower members of the group and residents of Chulmleigh on issues around Climate Change and Biodiversity Loss. Hold lectures, demonstrations, workshops and community events.

To encourage members to reduce, re-use, recycle and make good lifestyle choices to reduce their impact on climate and the natural world.

The group's objectives will be formulated by the committee.

3. Membership

Membership is open to anyone who:

- lives in Chulmleigh or the surrounding area; and
- supports the aims of Sustainable Chulmleigh

Residents can become a member of the group by:

- joining the Sustainable Chulmleigh Facebook group
- notifying one of the committee members.

Decisions on membership will be taken at any group meeting by consensus. There is no subscription for joining. A member of the committee will keep a record of members.

4. Equal opportunities and membership rules

Sustainable Chulmleigh and its members commit to not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the no discrimination commitment above may be asked not to attend further meetings or to resign from the group.

5. Officers and committee

The business of the group will be overseen by a committee elected at the Annual General Meeting. The committee will meet as necessary but not less than twice a year.

The committee will consist of 5 members, and be composed of 3 officers and 2 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members. Officers may be removed by a decision taken by a special general meeting or AGM if they do not attend meetings or carry out their duties for four months.

6. Meetings

6.1 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for committee meetings is three (3) committee members.

6.2 Annual General Meetings

An Annual General Meeting (AGM) will usually be held annually but, at the latest, within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

The AGM will:

- review the group's finances,
- authorise the scope of proposed activities,
- elect officers; and
- address any other issue brought forward by a member.

Any member may table a motion or resolution by giving it to the secretary at least 7 days before the meeting.

Nominations for the committee and officers may be made to the Secretary before the meeting, or at the meeting.

Decisions will be made by majority vote. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

6.3 Special General Meetings

A special general meeting (SGM) may be called at the request of 2 members with the agreement of an officer. An SGM can perform the same functions as an AGM. The secretary will inform all members of a special general meeting at least one week before it takes place. Decisions will be made by majority vote. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

7. Finances

The treasurer will keep records of the group's income and expenditure, provide a financial statement at each committee meeting and prepare an annual statement of accounts for presentation at the Annual General Meeting.

The treasurer will be responsible for setting up and managing the group's bank accounts, and will approve signature of cheques (two signatures from among the three officers; signatories must not be related).

Where a debit card/s is/are held, the card must be kept secure by the officer named on the card and oversight of the use of this card will be the responsibility of the treasurer.

All money raised by or on behalf of Sustainable Chulmleigh is only to be used to further the aims of the group, as specified in item 2 of this constitution.

Members may, through a decision at an annual general meeting or a special general meeting, make provision for the accounts to be independently examined or audited, and to appoint a person

authorised to do this and may decide to dismiss that person. Officers and members of the group may not act as the independent examiner.

8. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. 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. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

9. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

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. The organisation will be agreed at the meeting which agrees the dissolution.

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

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

Name and position in group

Signed

Name and position in group

Signed