

# The Constitution of Green Transition Crowborough

## 1. NAME

1.1 The name of the group is Green Transition Crowborough.

## 2. AIMS

2.1 Green Transition Crowborough is a community organisation that promotes local action in the Crowborough area to address climate change and encourage sustainability, in line with the values, principles and example of the Transition Network.

## 3. OBJECTIVES

The objectives of Green Transition Crowborough are:

- 3.1 To engage the community of the Crowborough area in actions aiming to counteract climate change and to encourage more sustainable lifestyles and economic activities;
- 3.2 Wherever possible, to work with local and national authorities and NGOs in pursuing the aims of Green Transition Crowborough;
- 3.3 To organise sub-groups of Green Transition Crowborough to tackle specific subject areas within the broader aims of the initiative, with a view to increasing the impact of actions organised in each of the areas targeted by the sub-groups;
- 3.4 To respect and respond to local sustainability issues in the development and management of its own activities;
- 3.5 To work co-operatively with existing and new groups in the area with similar objectives;
- 3.6 As far as possible, to consult the local community on proposed actions, encouraging all sections of the community to have a say in determining their development;
- 3.7 To use, develop and increase the skills of local people in the development and management of the Green Transition Crowborough initiative;
- 3.8 To raise public awareness of the activities of Green Transition Crowborough;
- 3.9 To encourage other local organisations and businesses to support the aims and activities of Green Transition Crowborough;
- 3.10. To contribute to the development of the wider transition movement and especially to work collaboratively with like-minded initiatives in Sussex and neighbouring areas.

## 4. POWERS

- 4.1 Green Transition Crowborough will undertake whatever lawful activities are required to achieve its aims and objectives, including holding meetings, fundraising, opening and managing bank accounts, purchasing insurance, producing promotional information and newsletters, holding events, consulting and raising membership subscriptions.
- 4.2 The Co-ordinating Committee may decide on further powers as necessary.

## 5. MEMBERSHIP

- 5.1 Membership of the Group is open to anyone who supports the aims of the Group and is willing to pay any required subscription.
- 5.2 Members may choose to be either active members, who aim to contribute actively to the organisation of Green Transition Crowborough's activities or supporters, who are kept informed of the initiative's activities and encouraged to participate in them from time-to time.
- 5.3 Green Transition Crowborough believes in equal opportunity of membership and involvement in the Group and will not discriminate between members and applicants for membership because of their gender, age, ethnic origin, colour, sexual orientation, nationality, religion, political affiliation, disability or mental health.
- 5.4 An annual membership subscription may be agreed at the Annual General Meeting and made payable by all members. Any member who has not paid their membership subscription for one year may be deemed, by the Co-ordinating Committee, to have resigned their membership.
- 5.5 Every individual member has one vote at general meetings.

## 6. CO-ORDINATING COMMITTEE

The business of Green Transition Crowborough is carried out by a Co-ordinating Committee consisting of:

- 6.1 Three officers: a Chair, a Secretary and a Treasurer; and as many other members of Green Transition Crowborough, as may be agreed by the Annual General Meeting from time to time.
- 6.2 Three members of the Co-ordinating Committee must be present at any meeting for it to be quorate.
- 6.3 The Co-ordinating Committee has the power to co-opt additional members as required.
- 6.4 The Co-ordinating Committee is elected at the Annual General Meeting.
- 6.5 Members are invited, in the Annual General Meeting notice, to stand for election to the Co-ordinating Committee.
- 6.6 The officers of the Co-ordinating Committee are elected by the Co-ordinating Committee at their first meeting following each Annual General Meeting.
- 6.7 Voting is by a show of hands with a simple majority to decide. In the event of a tied vote that cannot be changed through discussion, the Chair has a second and casting vote.
- 6.8 The Secretary keeps a record of all meetings to be written up and circulated as required.
- 6.9 The Co-ordinating Committee usually meets eight times per year (always avoiding the months of August and December) with additional meetings as and when required.
- 6.10 The Secretary notifies all Co-ordinating Committee members of forthcoming meetings, giving adequate notice to minimise non-attendance.
- 6.11 The Co-ordinating Committee plans and approves the programme of activities of Green Transition Crowborough and provides over-arching support and guidance to sub-groups, in order to ensure the coherence of Green Transition Crowborough's campaigns and actions.

6.12 The Co-ordinating Committee may, by a two-thirds majority, vote, and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

## 7. DUTIES OF OFFICERS

7.1 The duties of the Chair are to:

- a) Chair Co-ordinating Committee and General Meetings;
- b) Act as a spokesperson for Green Transition Crowborough as necessary.

7.2 The duties of the Secretary are to:

- a) Take and keep minutes of meetings
- b) Prepare the agenda for meetings of the Committee and the Group in consultation with the Chair; and
- c) Maintain the membership list.

7.3 The duties of the Treasurer are to:

- a) Supervise the financial affairs of Green Transition Crowborough;
- b) Keep proper accounts that show all monies collected and paid out by Green Transition Crowborough;
- c) Report on financial matters to the Co-ordinating Committee and General Meetings.

## 8. ANNUAL GENERAL MEETING

8.1 An Annual General Meeting is held every year, usually in September. 21 days' notice is given of the intention to hold an Annual General Meeting. No more than 15 months may elapse between Annual General Meetings.

8.2 At the AGM, the following business is conducted:

- a) Report from the Co-ordinating Committee on the work and achievements of the Group;
- b) Election of the Co-ordinating Committee;
- c) Appointment of auditors;
- d) Report from the Treasurer on the financial affairs of the group; and
- e) Receipt and approval of audited accounts for the financial year.

8.3 The Co-ordinating Committee may call other General Meetings as required.

8.4 A Special General Meeting may be called by the Co-ordinating Committee or by any members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

8.5 The quorum for any General Meeting is 10% of members or 10 members whichever is the greater number.

## 9. FINANCE

9.1. All bank accounts opened in the name of the Group have three designated signatories who are members of the Co-ordinating Committee.

- 9.2. Any payments from accounts require two of three signatories.
- 9.3. The Treasurer will present a report on the accounts at the Annual General Meeting.
- 9.4. The financial year runs from 1 September to 31 August.
- 9.5. All monies received by or on behalf of the Group are applied to further the aims of the Group and for no other purpose.

## 10. ALTERATIONS TO THIS CONSTITUTION

- 10.1 This Constitution may be rescinded or amended at any General Meeting by a simple majority provided such an amendment has been circulated to all members at least 21 days beforehand.

## 11. DISSOLUTION

- 11.1 The Group may at any time be dissolved by a resolution passed by a two thirds majority at any general meeting provided that at least 21 days' notice stating this intention has been sent to all members. All monies remaining shall be given or transferred to a group with similar aims and objectives, to be agreed at the meeting where a resolution for dissolution of the Group is approved.