

Climate Action Ilkley Constitution

1. Name

The name of the group shall be Climate Action Ilkley.

2. Aims

To promote community wide action to tackle climate change and make a just transition to a sustainable zero carbon community for Ilkley.

3. Powers

3.1 To work in partnership with local, national and international organisations and the local community.

3.2 To publicise the work and objectives of Climate Action Ilkley.

3.3 To raise funds and apply for any funding available to further its objectives.

3.4 To do all such other lawful things as are necessary to further the objects of the organisation.

4. Membership

Membership is open to anyone who:

- is aged 16 years or over; and
- lives, works or has a significant stake in Ilkley, and
- supports the aims of Climate Action Ilkley

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

5. Equal Opportunities

Climate Action Ilkley will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

6. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 8 members, and be composed of 4 officers and 4 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, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- 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.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign..

7. Meetings

7.1 Annual General Meetings

An Annual General Meeting (AGM) will be held 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.

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

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Climate Action Ilkley over the year.
- The Committee will present the accounts of Climate Action Ilkley for the previous year.

- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

7.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

7.4 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 Committee members.

8. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find a consensus that everyone present at the meeting can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

9. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

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

10. 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.

11. Dissolution

Climate Action Ilkley may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present and voting at any annual general meeting or special meeting called for that purpose.

If it is agreed to dissolve Climate Action Ilkley, 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.

12. Adoption of the Constitution

Until the Inaugural General Meeting takes place the persons whose names and signatures appear at the bottom of this document shall act as the committee referred to in this Constitution.

This constitution was adopted at the Steering Group Meeting of Climate Action Ilkley on:-

Date: 20/9/18

Chair

Name: George Abramson

Signed

Secretary

Name: George Abramson

Signed

Membership Secretary

Name: Kath Steward

Signed

Treasurer

Name: Anna Davidson

Signed

End of constitution