

Sustainable Woodstock - Constitution

Name of the Organisation: "Sustainable Woodstock"

Aims and Objectives: To raise public awareness among the residents of Woodstock and beyond on the issues of climate change, energy conservation, waste reduction, recycling, bio-diversity, sustainable economics and respect for the planet

Membership:

Residents of Woodstock can become a member of the group by notifying the secretary. Residents from outside the town will not normally be denied membership. Decisions on membership will be taken at any group meeting by consensus. There is no subscription for joining. The secretary or treasurer will keep a record of members.

Meetings:

Members meetings will be held as necessary to decide the objectives of the Group, to direct its work and delegate actions and activities. Decisions will normally be taken by consensus but, if considered necessary by the meeting, by majority vote.

Annual General Meeting:

Timing and process:

An annual general meeting (AGM) will be held once a year usually after the accounts for the previous financial year are available. The group's financial year will run from 1st January to 31st December.

The secretary will call the meeting at least 21 days before the date of the meeting by distributing an announcement to all members and posting a notice within the community to attract new members.

Three members will form a *quorum* (the minimum number of people needed at the meeting in order to make decisions). The chair of the organisation or in his/her absence a member elected by those members present at the meeting will chair the meeting.

General functions of the AGM:

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 before the meeting.

Special General Meeting (SGM): A special general meeting may be called at the request of any member with the agreement of an officer. A special general meeting 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.

Changing the constitution: The constitution may be changed at a special or annual general meeting. A proposal for changing the constitution will be circulated by the secretary at least one month before the meeting. Any changes to the constitution must not lead to designated funds contributed for one purpose being diverted to some quite different purpose. If the group

decide to become a member of CAG, then any changes to the constitution will be made in negotiation with a CAG officer and CAG officers will be informed of any changes made.

Officers of the organisation:

The officers of the group will be a chairperson, secretary, and treasurer.

Officers will be elected at an annual general meeting for one year, with no limit on the number of times that they can be re-elected. Officers will not be paid. 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. Officers may leave at any time by notifying a members' meeting and the vacancies will be filled at a special general meeting or AGM. Officers' powers and responsibilities will be defined by members at an AGM.

Finance:

The Treasurer will keep the group's financial accounts and records, prepare annual accounts, and control expenditure. 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 three specified officers, who will normally be the chairperson, the secretary and the treasurer; signatories must not be related.). The treasurer is also responsible for providing annual accounts to the CAG project every January.

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, but a CAG officer may be approached to fulfil the role.

Termination of group: A decision to wind up the group can be taken by an AGM or an SGM and in consultation with the CAG Project. The members will transfer any assets of the organisation to an organisation with similar aims and objectives.

"In the event of Sustainable Woodstock ceasing to function, the organisations assets shall be distributed to another charitable or not-for-profit organisation within the Woodstock area. No member or officer shall benefit from such a distribution of assets"

This constitution was adopted in the24th...day of June..... 2009

Signed...  Chairman.....

Signed.....Position

Date...24th June 2009.....

NB Amendment above passed unanimously on 3rd September 2010

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