

Donkeyhill Transition Group Constitution

1 Name

The name of the group shall be Donkeyhill Transition Group.

2 Aims

The aims of the group shall be:

- a. to develop sustainable energy projects at Llanteg Park
- b. to develop a community benefit fund to increase the energy efficiency of the homes of Llanteg Park and surrounding communities
- c. to explore and work towards ways of enabling Llanteg Park and surrounding communities to become more sustainable and resilient

3 Not for Profit

The group is not established nor its work conducted for private gain; any surplus or assets are to be used principally for the benefit of Llanteg Park and surrounding communities.

4 Powers

In order to carry out the group's aims, the members have the power to:

- a. raise funds and apply for, invite, obtain, collect, and receive donations, contributions, grants, subscription fees and otherwise
- b. employ any paid worker to carry out the work of the group, or to assist in the attainment of the aims of the group
- c. rent or own property and equipment necessary to achieve the aims of the group
- d. affiliate to any local or national group or association that the Steering Committee decides is appropriate, and disaffiliate from any group or organisation if continued affiliation be, in the Steering Committee members view, against the aims of the group.
- e. do anything which is lawful and necessary to achieve the group's aims

5 Membership

The group shall have a membership open to people and organisations who:

- a. reside at Llanteg Park or surrounding communities
- b. support the aims and work of the group
- c. are aged 18 or over

Membership lasts for 3 years and may be renewed. All members may attend and vote at the Annual General Meeting (AGM). The Steering Committee will keep an up-to-date membership list in accordance with its data protection policy.

The Steering Committee may terminate the membership of any member bringing the group into disrepute, or acting contrary to the aims of the group. The member has the right to be heard by the Steering Committee before the decision is made, and can be accompanied by a friend.

6 Steering Committee and Officers

A Steering Committee of at least 3, but no more than 7 people shall be elected by the members at the Annual General Meeting (AGM).

The Steering Committee

- a. is responsible for the day-to-day running of the group
- b. shall elect Officers for the roles of Chair, Secretary and Treasurer
- c. may appoint Officers to fill casual vacancies
- d. may appoint advisors; advisors shall not have voting rights
- e. will hold a minimum of 6 meetings per annum, in person, or virtually via email or online conference; minutes will be kept for all meetings
- f. will develop and adopt suitable policy and procedure documents, including a policy schedule; policies and procedures must not conflict with this constitution or the law

Officers

- a. will serve for a term of 1 year
- b. are eligible for re-election, following each AGM
- c. who fill a casual vacancy will serve until the next AGM

7 Annual General Meeting – AGM

The AGM will be held every year, not more than 15 months after the previous AGM.

Notice of an AGM and an agenda shall be given to all members at least 21 days prior to the meeting.

The purpose of the AGM is to

- a. receive and adopt the annual accounts
- b. receive the Annual Report from the Steering Committee
- c. elect members to the Steering Committee
- d. consider any motions before the meeting
- e. appoint an appropriate person to independently examine the books

8 Special/Emergency General Meetings

Other meetings of all the membership for a specific purpose may be called by the Steering Committee when it is necessary for the group.

- i. The notice period need not be 21 days, as long as there is time enough to inform all the members.
- ii. The secretary will call a Special/Emergency General Meeting within 21 days of receiving a written request to do so, signed by 50% of the membership, plus one.
- iii. Only the business specified in the agenda and notice for the meeting shall be discussed at the Special/Emergency General Meeting.

9 Rules of Proceeding at all Meetings

The Quorum at:

- a. a general meeting shall be 5 members
- b. a Steering Committee meeting shall be 2 officers, plus 2 more

All questions at any meeting shall be decided by a simple majority. The Chair may not vote. In the event of a tie, the Chair shall have a casting vote.

If members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed and/or decided.

10 Funds and Finance

All funds shall be devoted to the objectives of the group.

All bank accounts shall be opened in the name of the group.

All funds must be held in the group's bank account.

All cheques will be signed by 2 officers of the Steering Committee.

The group must keep accounts.

Members cannot receive any money or property from the group, except to refund pre-agreed out of pocket expenses.

11 Alterations to the Constitution

Amendments to the constitution may be made by a resolution passed by a simple majority of members at the Annual General Meeting, or Special/Emergency General Meeting. Proposed alterations should be circulated to the membership not less than 21 days before the date of the meeting.

12 Dissolution

A resolution to dissolve the group must be passed at a quorate General Meeting and carried by a two-thirds majority of those present. Any assets held by the organisation after the satisfaction of all debts and liabilities shall be given or transferred to an organisation with similar aims.

13 Adoption of the Constitution

This constitution is adopted by the group, and replaces that drawn on 19 February 2017.

Signed

Date



Brenda Dayne, Chair

25 March 2020