

Constitution



Name

The name of the group shall be **Lyme Regis One Planet Working Group**

Aims

The aims of Lyme Regis One Planet Working Group will be:

- To work to make Lyme Regis net zero carbon dioxide by 2030
- To align with the United Nations Sustainable Development Goals
- To encourage and assist all people and organisations in the Lyme Regis area to play their part in achieving net zero carbon, including:
 - The town and county councils
 - Businesses
 - Residents
 - Visitors
- To seek out best practices and innovation to achieve net zero carbon dioxide
- To liaise with other existing groups in Lyme Regis
- To link up with other, similar groups in the South West

Membership

Membership is open to anyone who lives in Lyme Regis or the surrounding area and supports the aims of Lyme Regis One Planet Working Group. Under 16s attending any meeting must be accompanied by an appropriate adult.

There will be no annual membership fee which but all members are encouraged to contribute towards funds at each meeting.

Membership will begin as soon as the membership form has been received.

A list of all members, their email addresses and contact phone numbers will be kept by the secretary.

We will welcome applications for corporate membership. The committee will decide if such applications shall be accepted.

Ceasing to be a member

Members may resign at any time in writing or by email 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.

Equal Opportunities

Lyme Regis One Planet Working Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Officers and committee

The business of the group will be carried out by the members. A committee will be elected at the inaugural meeting and then at each annual general meeting in subsequent years. 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.

Vice chair who shall deputise for the chair when required to do so.

Treasurer who shall be responsible for maintaining accounts.

Secretary, who shall be responsible for the taking of minutes, the distribution of all papers and the maintenance of the membership list.

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.

The Committee meetings will be open to any member of Lyme Regis One Planet Working Group wishing to attend, who may speak and vote.

Meetings

Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the inaugural meeting or 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 30% of the membership or five members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Lyme Regis One Planet Working Group over the year.
- The Treasurer will present the accounts of Lyme Regis One Planet Working Group for the previous year.
- The 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.

Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least five 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 30% of the membership or five members, whichever is the greater number.

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 30% of the membership or five members, whichever is the greater number.

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 two Committee members.

Rules of Procedure for meetings

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

Finances

An account will be maintained on behalf of the Lyme Regis One Planet Working Group 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 Lyme Regis One Planet Working Group is only to be used to further the aims of the group, as specified in this constitution.

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.

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.

Adoption

This constitution was agreed and adopted at the Inaugural General Meeting of the Lyme Regis One Planet Working Group on:-

Date 2019-07-26

Name and position in group Simon West - Chair

Signed _____

Name and position in group Belinda Bawden - Vice Chair

Signed _____

Name and position in group Leon Howe - Treasurer

Signed _____