

Name

The name of the Organisation shall be Sustainable Crediton. The Core Group could, in consultation with members, choose an alternative working title for everyday use. A formal name change for the Organisation shall be agreed at any Annual or Special General Meeting.

Aims

The core purpose of Sustainable Crediton is to help people in Crediton and the local area to lead more sustainable lifestyles and work towards a carbon-neutral future.

Powers

In order to achieve its aims Sustainable Crediton may:

- Raise funds
- Open bank accounts
- Take out insurance
- Employ staff
- Organise projects, events and courses
- Work with other organisations and exchange information and advice with them
- Do anything that is lawful which will help it to fulfil its core purpose.

Membership

1. Membership of Sustainable Crediton shall be open to any individual without regard to age, disability, political or religious affiliation, race, sex or sexual orientation who is:
 - interested in helping Sustainable Crediton to achieve its purpose
 - willing to abide by the rules of Sustainable Crediton
 - willing to pay any annual subscription agreed by the Core Group and
 - registered as a member in the Sustainable Crediton database
2. The membership of any member may be terminated for good reason by the Core Group: Provided that the member concerned shall have the right to be heard by the Core Group, accompanied by a friend, before a final decision is made.

Management

1. Sustainable Crediton shall be administered by a Core Group of three Officers and other (optional) members taking on a variety of roles as/when required (e.g. Town Council representative, Press Officer etc).
2. The Officers will be elected at each Annual General Meeting and will comprise: Chair, Treasurer & Secretary
3. All projects, events and/or other activities being organised by Sustainable Crediton must be represented by a member on the Core Group.
4. The Core Group may appoint any other member of Sustainable Crediton as a Core Group Member to fill a vacant role as/when required.
5. Decisions made by the Core Group will be via a show of hands or electronic equivalent. If there is a tied vote then the Chair shall have a second vote.
6. The quorum for decisions made by the Core Group shall be three members and must include the three Officers.

The Duties of the Officers

The duties of the Officers shall include but not be limited to:

1. The Chair shall:
 - be responsible for overall coordination of the Core Group and organising the Annual General Meeting
 - chair meetings of the Core Group and Sustainable Crediton
 - act as spokesperson for Sustainable Crediton when necessary and/or delegate an alternative representative
2. The Treasurer shall:
 - supervise the financial affairs of Sustainable Crediton
 - keep proper accounts that show all monies received and paid out by Sustainable Crediton.
 - provide the default signatory for cheques and other financial agreements
 - manage the administration of secondary cheque signatories
3. The Secretary shall:
 - have overall responsibility for internal communications between Members of Sustainable Crediton including arrangement of meetings, preparation & circulation of agendas & minutes, and distribution of newsletters
 - maintain the (electronic) membership list
 - deal with correspondence

Finance

1. Sustainable Crediton shall ensure that its accounts are audited or independently examined every year.
2. All monies received by or on behalf of Sustainable Crediton shall be applied to further the aim of Sustainable Crediton and for no other purpose.
3. Budgets and expenses for projects, events and other activities will be approved by the Core Group
4. Sustainable Crediton may pay reasonable out of pocket expenses to members including travel, childcare and meal costs.
5. Any bank accounts opened for Sustainable Crediton shall be in the name of Sustainable Crediton.
6. Any cheques issued shall be signed by the Treasurer and any one other of two nominated signatories appointed by the Core Group.

Annual General Meeting

1. Sustainable Crediton shall hold an Annual General Meeting (A.G.M.) no later than three months after the end of the financial year.
2. All members shall be given at least fourteen days notice of the A.G.M. and shall be entitled to attend and vote. Voting shall be by a show of hands. In the event of a tie, the Chair shall have the casting vote.
3. The business of the A.G.M. shall include:
 - receiving a report from the Chair on Sustainable Crediton's activities over the year
 - receiving a report from the Treasurer on the finances of Sustainable Crediton
 - electing a new Core Group and
 - considering any other matter as may be decided.

Special General Meeting

A Special General Meeting may be called by the Core Group or by any 10 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.

Alterations to the Constitution

Any changes to this Constitution must be presented to the membership as part of the notice calling for the Annual or Special General Meeting and agreed by a majority of those members present and voting at the Meeting.

Dissolution

Sustainable Crediton may be wound up at any time if agreed by a majority of those members present and voting at any Annual or Special General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another organisation with a similar aim.

This constitution was adopted at a general meeting of Sustainable Crediton on

..... [date]

Signed by:

Chair:

Secretary:

Treasurer: