

# Sustainable Calne Constitution



Revision 3 for approval by email after members meeting 7<sup>th</sup> July 2020

**Name: Sustainable Calne**

**Legal status: Unincorporated association.**

## 1. Officers

- a. Officers are a Chair, Vice Chair, Secretary and Treasurer, elected yearly at the AGM.

## 2. Goals

- a. Work with all councils, groups, companies and individuals so that climate and environmental impact is considered in all decisions making in order to achieve a net zero emission for the Calne Area by 2030.
- b. To work with, support and develop partnerships with other community groups, individuals and organisations to promote efforts to make Calne Within, and Without, part of an environmentally sustainable community.
- c. Sustainable Calne will endeavour to support all groups that work towards the goals set out above in whatever way possible.
- d. Sub groups will be formed for administrative, investigative or objective delivery purposes and are required to report back to the monthly meetings.

## 3. Organisation

- a. Core membership is drawn from: Local residents and community groups interested in tackling climate change by positive action in the Calne community area, including: Bremhill, Calne Without, Compton Bassett, Cherhill, Heddington & Hilmarton, selected at the AGM and anyone elected to join thereafter.
- b. Others welcome to attend: all interested individuals living in Calne within or without and invited professionals from councils, health service, universities, working on climate change and representatives from local businesses.
- c. Removed 9<sup>th</sup> July 2020 – see History File.
- d. Attendees must state any **potential conflict** of interests, either pecuniary or otherwise before joining a discussion. Interests being matters that may affect the point of view they express, such as working for a company that may gain from any decision made by action taken by the committee.
- e. Membership is open to: Individuals who are interested in furthering the work of the association; anybody corporate or unincorporated association which is interested in furthering the association's work (any such body being called in this constitution a "member organisation").
- f. Every member shall have one vote.
- g. Each member organisation shall appoint a named individual to represent it and to vote on its behalf at meetings of the association; and may appoint a named substitute to replace its appointed representative at any meeting of the Charity if the appointed representative is unable to attend.

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- h. Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
- i. Voluntary Subscriptions: Members are encouraged to contribute to the general fund through a voluntary annual subscription.
- j. Any officer can form a subcommittee to assist in their work but the ultimate responsibility lies with the elected officer.
- k. The association encourages a regular turnover of core members and officers to ensure access to the next generations.

## 4. Meetings

- a. There will be twelve open meetings a year, one of which will be the AGM, where all officers will be open to re-election.
- b. The core membership set the dates and venues for two meetings in advance.
- c. Core membership is revoked if a core member makes no contact of any sort for 6 months or is voted off by an 80% majority of the voting attendance at that meeting to do so.
- d. The Secretary will remind members, with an agenda and relevant papers, of a scheduled meeting at least one week prior to the meeting.
- e. The secretary will notify members, with an agenda and relevant papers, of an unscheduled meeting at least three days prior to the meeting.
- f. Voting to change the constitution, terms of reference or officers is restricted to core members.
- g. Voting is by simple majority of the core membership, when the meeting is quorate. A meeting is quorate when 10 (ten) or more core members are present.
- h. If notification of absence from a vote is made in advance then Voting can be done by text message from a registered contact number to the chair, or an email from a registered account to the sustainable Calne email address.

<b>History File – Constitution</b>	
<b>Date</b>	<b>Amendment</b>
21 <sup>st</sup> Feb 2020	First approved version R1 by email vote.
3 <sup>rd</sup> July 2020	Full section and paragraph numbering added. Para 1a Chairman changed to Chair. Paras 3e, f, g, h, i added Para 4c – agenda wording clarified (no material change) Para 4d – agenda wording clarified (not material change)

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	<p>Para 4e – Unscheduled meeting, notice reduced to 3 days to differentiate from a scheduled meeting.</p> <p>Para 4g – A Quorum redefined for practical purposes.</p>
9 <sup>th</sup> July 2020	<p>Section 3c removed. Complicates membership status/tracking/unnecessary – attendees can anyway apply for full membership without delay.</p> <p><i>'Attendance at a meeting constitutes a temporary membership and allows a person to vote on all matters other than financial or constitutional, votes are counted by majority of those present.'</i></p>
9 <sup>th</sup> July 2020	<p>Section 3 from Policy 1 moved to Constitution 3j&amp;k. (Policy 1 has been rescinded)</p>