

# Constitution for Sustainable Westbury on Trym (SusWot)

## 1. Name

The name of the group shall be Sustainable Westbury on Trym (SusWot).

## 2. Aims and Objectives

In our lifetime the people of Westbury on Trym will have an informed understanding of the effects of rapidly diminishing fossil-fuel reserves and human-induced climate change. We will also have a clear perception of how the way in which we live affects not only our own and our families' lives, but also has an impact both locally and globally.

As a result, many of us will have changed the ways in which we make our choices about our lifestyles and the ways in which we travel, eat, work and consume. We will be happier and healthier, and Westbury on Trym will be a much closer-knit community. By working together with the people in other neighbourhoods we will have succeeded in making Bristol a low-energy city which is vibrant, resilient, re-localised and truly sustainable.

## 3. Membership

Membership of the group is open to people interested in working together to achieve the above aims. At present no membership fee exists, and voluntary donations at meetings contribute to costs. A membership fee may be reconsidered in the future, and would be subject to approval by the membership.

## 4. Officers

4.1 The group will have a Chairperson, to be elected annually at the AGM. The Chairperson's responsibility will be to facilitate the smooth running of meetings, and ensure that decisions are made.

4.2 The group will have a Secretary whose task will be to inform everyone of meetings and produce a regular update newsletter circulated by email. This work will be shared with the Chairperson.

4.3 There will be a Treasurer who will oversee the group's money and any payments it makes. The Treasurer will report regularly to the Membership.

4.4 There will be an officer dedicated to the publicity of events. This person will coordinate with the Chairperson.

4.5 A small steering group will be formed to co-ordinate and facilitate the work of the group between meetings. This will comprise of the officers and people who they may co-opt as and when required.

## 5. Meetings

5.1 Meetings will be open to all.

5.2 Meetings will be governed by the constitution, and to achieve a quorum, the minimum number present shall be four. The aim is for decisions to be made through consensus. When consensus is not possible, the meeting will take a simple majority vote of all those attending.

5.3 The meeting may decide to set up a working group on a particular issue.

5.4 The group can affiliate with other organisations upon agreement at a meeting.

5.5 Throughout the year, there should be a minimum of four meetings, and an AGM, with reports/action points written for all.

5.6 In addition to open meetings there may be small group meetings referred to as "working group" meetings. Wherever possible these should be run along the same lines as those described in sections 5.1 – 5.5.

## 6. AGM

6.1 A date will be set for the AGM, with at least 21 days notice given. The meeting will report on the group's activities throughout the year. Reports will be given by the Chairperson and Treasurer. Other

reports, e.g. from working groups, may also be given. Written reports should be given to the Chairperson prior to the meeting.

6.2 If members of the group would like items included in the any other business section of the AGM, they should give the Chairperson details in writing ten days before the event.

6.3 To be eligible to vote at the AGM, members must have been on the SusWot mailing list at the time of the previous meeting. A simple majority of votes by people in this category will be used to reach a decision at the AGM. Should there be an equal number of votes, the Chairperson will cast the deciding vote.

6.4 The following year's Chairperson, Secretary and Treasurer will be elected at the AGM, and committee members appointed as necessary.

6.5 Other general or extraordinary general meetings can also be called by an agreement of at least five members.

## **7. Finances**

7.1 The Treasurer will maintain records and account to the membership for all monies.

7.2 The appointment of Bankers will be made by the Treasurer following a decision taken by the steering group.

7.3 Withdrawals from the group's bank account will require the approval of 2 nominated signatories. There will be 3 nominated signatories in total: the Treasurer, Chairperson and Secretary.

7.4 The group's accounts will run from 1 April to 31 March.

## **8. Alteration of the Constitution**

8.1 Any proposal to alter the Constitution must be approved at the AGM or a specially-convened meeting, by a 2/3 majority of those present. At least 21 days notice must be given for the meeting.

8.2 Any proposal to alter the Constitution must highlight the part of the Constitution to be amended, and include the exact wording of the proposed amendment.

## **9. Termination of membership**

9.1 If the actions of a member shall, in the opinion of the membership, harm the group's interests, the membership is empowered to suspend him or her.

9.2 Termination of the membership will be agreed by a 2/3 majority of those present.

## **10. Dissolution of the Group**

10.1 The group may be dissolved only at the AGM, or at a special meeting convened for the purpose. At least 21 days notice must be given for the meeting. The motion to dissolve must be carried by a 2/3 majority of members present.

10.2 Before the vote is taken, the members shall determine how assets of the group shall be disposed of. After dispensing of any debts and liabilities, remaining assets shall be transferred to other charitable organisations with similar objectives to Sustainable Westbury on Trym, which the meeting considers suitable.

The Constitution was adopted on 16 October 2008

Signed \_\_\_\_\_ Name: \_\_\_\_\_ Position: Chairperson

Signed \_\_\_\_\_ Name: \_\_\_\_\_ Position: Secretary

Signed \_\_\_\_\_ Name: \_\_\_\_\_ Position: Treasurer