

# KIRKBYMOORSIDE ENVIRONMENT GROUP CONSTITUTION

Based on the SMALL CHARITY CONSTITUTION suitable for small charities with an annual income under £5,000 that don't own a building or employ people, and do not intend to register with the Charity Commission.

## 1 NAME

The Organisation's name is the Kirkbymoorside Environment Group (or KMEG)

## 2 THE PURPOSES OF THE ORGANISATION ARE:-

To help put the following Transition Town principles into action in practical ways in our community, including:

To use our spare time, energy and skills in activities that support: local food production, energy saving and alternative energy generation, waste reduction, re-use of unwanted materials, low energy transport and other projects to promote the resilience of the local community in the face of future global difficulties, all less dependent on fossil fuel.

As a non-profit making organisation, our aims are charitable in support of a thriving community.

## 3 MANAGEMENT OF THE ORGANISATION

The Organisation shall be managed by a committee consisting of 7 KMEG members who are elected at the Annual General Meeting (AGM) of the Organisation.

## 4 CARRYING OUT THE PURPOSES

In order to carry out the purposes of the Organisation, the committee will have the power to:

- (1) organise events, interest groups and projects which may include both KMEG members and people from the wider community wishing to be involved.
- (2) raise funds, receive grants and donations
- (3) apply funds to carry out the work of the Organisation
- (4) co-operate with and support other groups and organisations with similar purposes.
- (5) do anything which is lawful and necessary to achieve the purposes

## 5 MEMBERSHIP

The Organisation shall have a membership. People aged 16 and over can become members.

An up-to date list of members will be kept.

Membership is conditional on accepting and abiding by this Constitution.

Only members of the Organisation are eligible to join the committee.

## **6 ANNUAL GENERAL MEETING – AGM**

- (1) The AGM must be held every calendar year, with 14 days notice given to all members, together with the agenda. Minutes must be kept of the AGM and made available to the public.
- (2) There must be at least 5 members present at the AGM.
- (3) Every member present has one vote.
- (4) Members will elect the following Officers: Chair, Treasurer and Secretary.
- (5) The Officers shall present the annual report and accounts at each AGM. Members shall elect an additional 4 committee members for the next year. They will retire at the next AGM but may stand for re-election
- (6) Any member may stand for election as a committee member.
- (7) Interest group activities and projects will be reviewed.

## **7 KMEG MEETINGS**

- (1) The KMEG Chair must arrange 4 meetings open to members and interested parties, each year.
- (2) A timetable of KMEG meeting dates for the year will be circulated to all members following each AGM.
- (3) Members responsible for sub-groups and projects will report to the KMEG meetings.
- (4) At least 4 committee members should be present at the meetings to be able to take decisions. Decisions may be reached by consensus or majority vote of the committee members present. Minutes shall be kept for every meeting.
- (5) If committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (6) The committee may make reasonable additional rules to help run the Organisation . These rules must not conflict with this constitution or the law.

## **8 MONEY AND PROPERTY**

- (1) Money and property must only be used for the Organisation's purposes.
- (2) The Organisation must keep accounts. The annual accounts can be seen by anybody on request.
- (3) Members cannot receive any money or property from the Organisation except to refund reasonable out of pocket expenses.

- (4) The committee should not commit the organisation to any expenditure that exceeds the Group's total net funds available at the time the decision is taken.
- (5) Money must be held in the Organisation's bank account.
- (6) All cheques must be signed by 2 Officers of the Organisation.
- (7) The Treasurer will produce accounts for each meeting.
- (8) Annual accounts should be presented for approval at the AGM. Prior to this the accounts should be checked by at least one other member.

## 9 **EXTRAORDINARY GENERAL MEETINGS**

An extraordinary meeting can be called by the secretary for the following reasons:

- (1) Winding up- Any money or property remaining after payment of debts must be given to an organisation or a charity with similar purposes to this one.
- (2) Changes to the Constitution- can be made at AGMs or Extraordinary General Meetings. No change can be made that would make the organisation no longer have charitable aims.
- (3) On written request from 5 members.

All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority of those present. Minutes must be kept

## 10 **ADOPTING THIS CONSTITUTION**

This constitution was adopted on \_\_\_\_\_ 20\_\_\_\_ by the people whose signatures appear below. They are members of the Organisation and will be the committee until the next AGM which must be held within one year of this date.

Section 6 was changed by the AGM on 23/4/17

**Signed**

**Print name and address**

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