

## Sustainable Cottenham

### Constitution

- 1 The name of the organisation shall be “Sustainable Cottenham” or such other name as the organisation may from time to time decide.
- 2 The organisation’s aim is to encourage and help the residents, organisations and businesses of Cottenham to make changes to their lifestyles and practices in order to improve the environmental and social sustainability of the village and so make it a greener, cleaner and a better place for current and future residents. We will do this by organising events and activities and by signposting people to information and organisations.
- 3 In addition to any other powers the organisation has it may exercise the following powers in furtherance of its objects:
  - 3.1 power to raise and hold funds and to invite and receive contributions provided that in raising funds it shall not undertake any substantial trading activities;
  - 3.2 power to buy, take on, lease or in exchange any capital items, and to maintain and equip them for use;
  - 3.3 power to invest the funds of the organisation in any of the investments for the time being authorised for the investment of charity funds.
  - 3.4 power to contract for services
- 4 Accounting arrangements:
  - 4.1 The accounts of the organisation shall be kept by the Finance Officer. Annual statements of account shall be presented at annual general meeting (AGM) and shall consist of a statement of income and expenditure and a relevant account reconciliation statement.
  - 4.2 Any bank or other account in which any assets of the organisation are deposited shall be operated by the officers and shall be held in the name of the organisation. All orders for the payment of money from such account shall be signed by two officers or other approved signatories.
- 5 Membership of the organisation shall be open to individuals and to relevant organisations with an interest in the objects of the organisation as defined in section 2 above. A joining fee and/or an annual membership fee shall be payable at a level determined from time to time at AGM or extraordinary general meeting (EGM) and will initially be £0. Individuals and organisations wishing to join shall be required to manually complete a membership form and a contact consent form and agree to the conditions stated thereon. The officers of the organisation shall have the power by simple majority vote to refuse membership without explanation. Any membership may be terminated at AGM or EGM by a simple majority vote of those members present and voting. Voting shall be as defined in section 6 below.
- 6 The organisation shall hold an AGM for the election of officers and for the consideration and approval of the Chairperson’s Report and the annual statements of account as defined in section 4.1 above, and for such other matters as members wish if notified to the Secretary at least 10 days in advance accompanied by the signatures of five current members. Any matter requiring determination shall be determined by a simple majority of those members present and voting - in the event of a tied vote then the status quo will stand. Members shall have one vote each and organisations which are members shall have one vote per organisation. The quorum for an AGM shall be one fifth of the current membership. The agenda for the AGM shall be promulgated at least two weeks in advance of the meeting and shall include the Chairperson’s Report and the accounts. Any matters as notified to the Secretary as above shall be notified to the members at least one week in advance of the meeting. Only business notified to the members in advance of the meeting shall be conducted.
- 7 The officers, which may be shared between more than one individual, shall be:
  - 7.1 Chairperson
  - 7.2 Finance Officer
  - 7.3 Secretary

and such other officers as may be created as deemed necessary by the members at AGM or EGM. The members at AGM or EGM may delegate such powers to officers as the members may deem necessary.

- 8 8.1 The Chairperson, Finance Officer and the Secretary shall be elected annually at AGM and may be re-elected to that office for a total maximum of three years in that office. Retirees may be elected to another officer post immediately but may not be elected to their previous officer post until at least one year later.
- 8.2 Any officers shall be elected annually at AGM and may be re-elected to that office.
- 8.3 If an officer post is vacated for whatever reason between AGMs the remaining officers may appoint a replacement until the next AGM when the post will be filled by election.
- 9 An EGM may be called on request by the signatures of five current members - such a request shall specify the reason and propose a motion for consideration at such a meeting. On receipt of such a request the Secretary shall arrange for such a meeting within fifteen working days and give at least ten working days' notice to the members of the date, time and place of the meeting and of the motion to be determined. The quorum for an EGM shall be one fifth of the current membership. If the quorum for such a meeting is not reached the motion fails. Voting on the motion will be as in section 6 above. If there is a tied vote then the status quo stands.
- 10 The organisation may set up such committees as deemed necessary by the members at AGM or EGM or ordinary meetings and delegate such powers to such committees as the members may deem necessary.
- 11 The constitution may be amended by a resolution passed at AGM or EGM by a simple majority vote of those members present and voting. Voting shall be as defined in section 6 above. The notice of the AGM or EGM shall include notice of the resolution setting out the terms of the amendment proposed.
- 12 If on the winding-up of the organisation any funds remain after satisfaction of all the organisations debts and liabilities such property shall not be paid to or distributed among the members of the organisation but shall be transferred to some other charitable body or bodies (incorporated or unincorporated) whose objects are wholly or partially similar to the objects of the organisation. The body or bodies to which property is transferred shall be determined by the members of the organisation at or before the time of dissolution.

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