

Constitution

Name

The name of the organisation shall be: **Swindon Climate Action Network**

Location

Swindon Borough

Objects

Swindon Climate Action Network (SCAN) aims to address climate change through the actions of the people of Swindon, their elected representatives and employers.

Powers

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- (i) Raise funds and to invite and receive contributions providing that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (ii) Buy, rent or take lease or in exchange any property necessary for the achievement of the objects and maintain and equip it for use;
- (iii) Subject to any consents required by Law to sell, lease or dispose of all or any part of the property of the organisation
- (iv) Subject to any consents required by Law to borrow money and to charge all or any part of the property of the organisation with repayment of the money so borrowed;
- (v) Employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions for staff and their dependants;
- (vi) Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and exchange information and advice with them;
- (vii) Establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (viii) Appoint and constitute such advisory committees as the Management Committee may think fit;
- (ix) Do all such other lawful things as are necessary for the achievement of the objects.

Membership

Membership is open to any member of the public who is in agreement with the objectives as above. Membership fees shall be agreed annually at the AGM.

Management Committee

The Management Committee will consist of at least 3 members. Meetings shall be held at least 6 times a year, more often if the committee deems it necessary. A minimum of three committee members, or one third of the committee (whichever is larger) must be present to form a quorum. The organisation may take out and pay for Trustees Indemnity Insurance on behalf of committee members. All committee members are elected for a period of one year. All committee members will retire at the AGM but may be re-elected. Committee members will include elected Co-ordinators (2 positions), a Treasurer, and other positions as felt

necessary by the AGM.

Any member may attend and participate in Management Committee meetings if they wish.

Annual General Meeting (AGM)

The AGM shall be held not later than three months after the end of the financial year. Public notice must be given at least 14 days before the AGM.

The AGM will:

- (i) hear reports of the year's work from the committee
- (ii) receive and ratify the Treasurer's report on the accounts for the year
- (iii) accept the resignation of the outgoing committee
- (iv) elect committee members for the forthcoming year
- (v) appoint auditors for the forthcoming year if required

The Chair for the AGM shall be appointed by a vote at the start of the AGM.

Voting at AGM

All members are entitled to vote. Voting shall be by a show of hands. In the event of a tie the Chair or an appointed deputy shall decide.

Special General Meeting (SGM)

The Management Committee (by majority) or 5 members may call a Special General Meeting to resolve a serious problem or if a proposal is made to alter the constitution. 18 days notice must be given prior to a SGM.

Amendment

The constitution can be amended with a majority vote at the AGM or an SGM called for the purpose.

Assets / property / effects

These are the responsibility of the Management Committee at all times who shall see they are maintained in good order.

Income / expenditure

This is the responsibility of the Treasurer and Management Committee. Proper accounts shall be kept, and reported at each Management Committee meeting and AGM. Accounts should be audited or examined annually according to current law by a qualified person who is not a member, if required. The accounting year shall run from 01 April to 31 March.

A bank account shall be opened in the name of the organisation and the signatures of two committee members will be needed for cheques to be drawn on the account.

Dissolution

The organisation may be dissolved if deemed necessary by the members in a majority vote at an AGM or SGM. Funds and other assets remaining shall be distributed to local charities at the Management Committee's discretion.