

Constitution for Transition Town Hastings

This constitution has been developed to set out the aims, objectives and operating processing of Transition Town Hastings. Although it contains all the legal requirements of a Constitution, it is deliberately written in a clear and simple way so that our procedures can be made as clear as possible to our members, partners and supporters.

1. Name: Transition Town Hastings
2. Aims and objectives of our Group:

2.1 The aims of TRANSITION TOWN HASTINGS are:

- To respond to the challenges of climate change and over-dependence on fossil fuels and economic instability.
- To support affiliated groups where possible in Hastings, St Leonards and Rother.
- To provide practical examples of sustainable living.
- To promote knowledge-sharing, raise awareness and encourage community participation and well-being.

2.2 Transition Town Hastings will be a non-political and non-discriminatory group.

3. Area of benefit:

3.1 The area of benefit is Hastings, St. Leonards and Rother.

4. Membership of our Group:

4.1 Admission of new members:

(a) Eligibility

Membership is open to anyone who is interested in furthering the organisation's purposes, and who, by applying for membership, has indicated agreement to become a member and acceptance of the duty of members set out in sub-clause (4.3) of this clause.

A member may be an individual, a corporate body or an individual representing an organisation, which is not incorporated.

(b) Admission procedure:

The committee:

- (i) May require applications for membership to be made in any reasonable way that they decide;
- (ii) Shall, if they approve an application for membership, notify the applicant of their decision with 21 days.
- (iii) May refuse an application for membership if they believe that it is in the best interests of the organisation to do so;
- (iv) Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the

- applicant the opportunity to appeal against the refusal; and
- (v) Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership will be final.

4.2 Transfer of membership:

Membership of the organisation cannot be transferred to any else except in the case of an individual or corporate body representing and organisation, which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the group has received written notification of the transfer.

4.3 Duty of members:

It is the duty of each member of the organisation to exercise their powers as a member in the way that they decides in good faith and would be most likely to further the purposes of the organisation.

4.4 Termination of membership:

(a) Membership of the organisation comes to an end if:

- (i) the member dies, or in the case of an organisation that the organisation ceases to exist; or
 - (ii) the member sends a notice of resignation to the organisation;
 - (iii) the committee decide that it is in the best interests of the organisation that the member in question should be removed from membership, and pass a resolution to that effect.
- (b) Before the committee take any decision to remove someone from membership they must:
- (i) inform the member of the reasons why it is proposed to remove them from membership;
 - (ii) give the member at least 21 clear days notice in which to make representation to the organisation as to why they should not be removed from membership;
 - (iii) at a duly constituted meeting of the committee, consider whether or not the member should be removed; and
 - (iv) Consider at that meeting any representation which the member makes as to why the member should not be removed; and
 - (v) Allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

5. Equal Opportunities Statement:

- 5.1 We would like people from different backgrounds and experiences to be part of our group
- 5.2 We strive to make our Group a place where anyone can feel welcome and safe.
- 5.3 We will challenge any remarks or behaviours that cause offence to anyone.
- 5.4 We will do our best to overcome any obstacles to people giving their views or getting involved in our Group.

6. How we will organise our Committee:

- 6.1 We will have at least a Chairperson, Treasurer and Secretary. The Group may elect other officers.
- 6.2 We will have a Committee that will consist of a Chairperson, Treasurer and Secretary and any other elected roles and members, to carry out the day-to-day business of the Group. The minimum number on the committee will be three. There is no maximum number.

7. How we will make sure we are democratic:

- 7.1 Once a year (no later than 15 months) we will hold an Annual General Meeting (AGM).

The AGM must:

- (a) Receive the annual statement of accounts (duly audited or examined as applicable)
 - (b) Receive the annual report
 - (c) Elect committee members as required
- 7.2 We will hold at least 6 Core Meetings each year where all members are invited to attend.
 - 7.3 All members should be consulted on the dates, times and venues of meetings at least two weeks prior to meetings.
 - 7.4 We will endeavour to keep all our accounts details and meeting minutes accessible on our website.

8. How many people need to be present to make a Committee decision and how will this be arrived at:

- 8.1 At least three members of the Committee need to be present to make a decision on behalf of the Group.
- 8.2 All Committee members should be consulted on the dates, times and venues of meetings at least two weeks prior to meeting.
- 8.3 The Committee will try to work by consensus (ie. we will try to come to an agreement) but where this is not possible, decisions will be made by a majority vote.

9. How will people know what has been decided:

- 9.1 We will keep all minutes of all meetings of the Group
- 9.2 We will note down what has been agreed or decided and who is responsible for any action points involved in that decision. The minutes will be presented to the next meeting and have to be approved.
- 9.3 Any member of the Group has the right to read the minutes of any Group meeting EXCEPT in the case of confidential minutes, which will only be accessible to committee members.

10. How to change the Constitution:

- 10.1 The Constitution may only be amended at an AGM. If anyone wants to make any changes to this document, they have to put them down in writing and send them to the secretary before the meeting. The secretary will let all the registered members know prior to the meeting, that a change to the Constitution will be on the agenda. Changes to the Constitution must not weaken the Group's commitment to equal opportunities.

11. How can we dissolve the Group:

- 11.1 The Group may only be dissolved at a general meeting.
- 11.2 All members have to be informed that a decision about the future of the Group, will be on the agenda.
- 11.3 It is the responsibility of the outgoing Committee to ensure that all registered members are informed at least 2 weeks in advance of the meeting and its purpose.
- 11.4 A proposal to dissolve the Group will only be carried if agreed by (two thirds) of the registered members present, or if the Group is unable to form a committee.
- 11.5 All outstanding bills will be paid.
- 11.6 Funders will be contacted and, where appropriate, funding will be returned to the relevant funder.
- 11.7 The remaining funds and possessions will be donated to a not-for-profit Group, in the Hastings, St Leonards and/or Rother area, whose work most closely aligns with Transition Town Hastings's aims and objectives.