



Constitution of Transition Penwith

- 1) **Our Name**
Transition Penwith
- 2) **Our Vision**
Transition Penwith - Local solutions to the global crisis
- 3) **Our Aim**
Our core purpose is to support local action as an effective response to climate change and the end of cheap, non-renewable energy.
- 4) **Our Objectives**
 - o Raise awareness of urgent problems of unsustainable growth, climate change and fossil fuel depletion
 - o Develop and implement the Transition Action Plan (TAP), empowering resilience in Penwith communities
 - o To facilitate the exchange and pooling of ideas, information and other resources among communities throughout Penwith and partnership organisations
 - o Encourage other Transition initiatives to grow in the Penwith area and offer resources and support where appropriate
 - o Strive for inclusivity across the entire initiative
- 5) **Activities**
Transition Penwith shall undertake the following activities which will be reviewed annually at the Annual General Meeting (AGM):
 - o Offer an annual programme of events
 - o Work in partnership with other transition towns and local organisations
 - o Continue to develop the website as a participatory communication tool and advertise local events and news
 - o Develop Themed Groups in areas of energy, transport, food and agriculture, health and well-being, arts and develop others as appropriate
 - o Identify and enable practical, visible projects in partnership with Transition Penwith Groups that demonstrate solutions for a positive, low energy future.
 - o Transition Penwith will work alongside educational institutes to encourage and be part of researching fossil fuel depletion and Climate Change.
- 6) **Powers**
In order to achieve its aim Transition Penwith may:
 - a) **Raise Money/Funding**
 - Raise money through the programme of events by asking members and the public to make donations

- Hold at least one fundraising event annually
- Apply for funding where appropriate, to support Transition Penwith to achieve their aim, objectives and activities

b) **Finance**

Transition Penwith has a bank account with the Cooperative Bank

c) **Employ staff**

The Project Officer, who is funded for 2 years (2008 – 2010) to support and facilitate the work of Transition Penwith to achieving our aims and objectives. The Project Officer is a member of the operations team and Core Group.

d) **Do anything that is lawful which will help it to fulfil its aim**

Ensure that we comply with all relevant legislation i.e. Data Protection Act, Child Protection and Public Liability Insurance.

7) **Membership**

a) Membership of the Group shall be open to any individual, living in or visiting Penwith, without regards to age, disability, political or religious affiliation, race, sex or sexual orientation that is:

- o interested in helping Transition Penwith to achieve its aim
- o willing to abide by the constitution of Transition Penwith and
- o willing to pay any subscription agreed by the Management Committee

b) The membership of any member may be terminated for good reason by the Core Group, provided that the member concerned shall have the right to be heard by the Core Group, accompanied by a friend, before a final decision is made.

8) **Themed Groups**

a) Themed Groups will meet, bi-monthly and agree on a rotating chairperson prior to the meeting e.g. rota system.

b) The Themed Groups should work towards achieving Transition Penwith's overall vision and aim through their own objectives and activities.

c) The Themed Groups should report back to the Core Group with agreed actions quarterly.

9) **Sub Groups**

a) Sub groups are projects which come from the Themed Groups (see glossary).

b) All Sub Groups have to be agreed by the Core Group - this can be done at any Core Group meeting providing information has been given prior to the meeting and it is on the agenda.

c) Sub groups will be prioritised in terms of resources, impact on Penwith and achieving Transition Penwith's vision, aims and objectives.

d) All Sub Groups need to report to the Themed Group at their bi-monthly meetings.

10) **Core Group**

a) Transition Penwith shall be administered by a Core Group of not less than four individuals and not more than 2 representatives per Themed Group. The Core Group is made up of 1-2 representatives from each Themed Group. The Themed Groups agree who these representatives should be.

- b) The Officers of the Core Group shall be: the Chairperson, the Treasurer and the Secretary
- c) The Core Group may co-opt up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of Transition Penwith.
- d) The Core Group shall meet quarterly and will be facilitated by the Chairperson. In the event that the Chairperson is not available, a facilitator will be agreed prior to the meeting.
- e) At least three Core Group members must be present for a Core Group meeting to take place.
- f) Voting at Core Group meetings shall be by consensus. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Core Group shall have the power to remove any member of the Committee for good and proper reason.
- h) The Core Group may appoint any other member of Transition Penwith as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

11) **The Duties of the Officers**

The officers of Transition Penwith Core Group shall be: Chair, Secretary and Treasurer.

a) The duties of the Chairperson shall be to:

- o Chair meetings of the Core Group
- o Represent the Group at functions/meetings that Transition Penwith has been invited to
- o Act as the spokesperson of the Group when necessary.

b) The duties of the Secretary shall be to:

- o Keep a membership list
- o Prepare in consultation with the Chairperson the agenda for meetings of the Core Group
- o Take and keep minutes of Core Group meetings
- o Collect and circulate any relevant information within Transition Penwith.

c) The duties of the Treasurer shall be to:

- o Supervise the financial affairs of Transition Penwith and
- o Keep proper accounts that show all monies received and paid out by Transition Penwith
- o Report to funders on monies spent.

12) **Finance**

a) All monies received by or on behalf of Transition Penwith shall be applied to further the aim of Transition Penwith and for no other purpose.

- b) Transition Penwith has the power to raise money for its operations, and any monies so raised will be held in the Transition Penwith bank account, administered by the Treasurer.
- c) Any bank accounts opened for Transition Penwith shall be in the name of Transition Penwith.
- d) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Core Group or as dictated by the Cooperative Bank.
- e) Transition Penwith shall ensure that its accounts are audited or independently examined every year.
- f) The Treasurer will report to the Core Group at every meeting.
- g) Transition Penwith may pay reasonable out of pocket expenses including travel, childcare and meal costs to members or Core Group members.

13) Annual General Meeting

- a) Transition Penwith shall hold an Annual General Meeting (A.G.M.) within 12 months of the previous AGM.
- b) All members shall be given at least fourteen days notice of the A.G.M.
- c) All Core Group and Themed Group members are entitled to vote.
- d) The business of the A.G.M. shall include:
 - o receiving a report from the Chairperson on the activities of Transition Penwith over the year
 - o receiving a report from the Treasurer on the finances of Transition Penwith
 - o electing a new Core Group (inc. Chair, Secretary and Treasurer) and Themed Group representatives
 - o considering any other matter as may be decided
- e) At least 8 members must be present for the Annual General Meeting
- f) In the event of a Core Group member standing down during the year, a replacement will be elected by the Core Group.

14) Special General Meeting

A Special General Meeting may be called by the Core Group or Themed Group chairpersons to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

15) Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Annual or Core Group Meeting.

16) Dissolution

Transition Penwith may be wound up at any time if agreed by two-thirds of the Core Group at any Annual or General Meeting. After all its debts and liabilities have been satisfied, any monies that remain shall not be paid or distributed to the Core Group but shall be given or transferred to another local Group with aims and objectives similar to Transition Penwith.

This Constitution was adopted on:

Date:

By the following:

Name.....
Address
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Signed

Name.....
Address
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Signed.....

Name.....
Address
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Signed.....