

Kinver Climate Action Group Constitution

Organisation Name: Kinver Climate Action Group

Updates:

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1. Purpose:

To support, facilitate and encourage changes which reduce carbon emissions and prepare for the effects of climate change within the local area

2. How we will do it (Group objectives):

- 2.1. Focus on actions which people can take locally, and which will have greatest impact on mitigation of climate change, or resilience to climate change.
- 2.2. Promote and facilitate specific actions aimed at tackling the climate emergency, through topic-based projects.
- 2.3. Hold events to communicate, listen, engage, inform, enthuse and educate local people.
- 2.4. Work with local people to identify barriers to change, and seek to overcome them (whether through communication, information, advice, funding or other means)
- 2.5. Work with local businesses and organisations, local councils, and other bodies to encourage and publicise their sustainability efforts; and enhance our capability by collaborative working

3. Format of the group:

- 3.1. The Kinver Climate Action Group is an unincorporated organisation run by its members for the benefit of the Community in the Kinver area, and the local and global environment.
- 3.2. We are a not-for-profit organisation.
- 3.3. The Management Committee is responsible for the overall running of the group including financial responsibility and ensuring the group has appropriate governance rules and policies in place.

4. Membership:

- 4.1. Membership is open to anyone with an association with Kinver parish or the nearby area. Members under 16 will not be able to vote and must be accompanied by a responsible adult at meetings.
- 4.2. Any membership fees are payable at joining, and thereafter annually in January. Those joining from July shall pay half fee for that year.
- 4.3. The membership fee if any is agreed at the AGM.
- 4.4. Members may resign at any time by notifying the membership secretary.
- 4.5. Members agree to respect the objectives and decisions of the group.

5. Management Committee:

- 5.1. The Committee shall include at least two members of the Parish Council
- 5.2. Officers of the committee will include:

Chair person	Chair meetings of the Group; link with councils and other groups, and spokesperson for the group.
Deputy Chair person	Deputise for the chair at meetings.
Group Secretary	Minutes of meetings, Agenda, Support Chair
Membership Secretary	Maintain the group's committee, membership and contact lists. Recruit new members
Treasurer	Manage finances and accounts.
Publicity Officer	Manage/direct social media and publicity

- 5.3. All the positions for the committee shall be voted for at the AGM by members. Appointments may be made at other times where circumstances dictate.
- 5.4. If a member is interested in a position they should speak to a member of the current committee to find out more about the role. The interested person must have been a member of KCAG for 3 or more months before applying for a role.
- 5.5. All of the committee shall step down at the AGM but may be re-appointed.

6. Management Committee Meetings:

- 6.1. The Committee will meet at least 5 times per year.
- 6.2. The Committee may co-opt additional members as need arises
- 6.3. The committee will aim to ensure that the group is delivering its objectives and purpose through its activities and ensure correct management of finances.
- 6.4. At least three of the officers must be present to hold a committee meeting. Quorum shall be 4 members.
- 6.5. Where possible decisions will be arrived at by consensus. In the event of a vote, a simple majority of committee members present shall decide, with the chair having the deciding vote in the event of a tie.
- 6.6. Committee meetings will be minuted, and be available to the public by request to the Secretary.

7. Annual General Meetings:

- 7.1. We will hold an Annual General Meeting (AGM) for members to agree group decisions and vote for roles in the group. Every member will have one vote. In the event of a tied vote, the Chairperson will have the deciding vote.
- 7.2. The AGM shall include:
 - A presentation of a report of work which has been carried out over the year.
 - Presentation of the financial statement for the year
 - Election of the Committee and Officers
 - Agreeing the cheque signatories
 - Reviewing strategy and setting goals for the following year and beyond
 - Any other business on the agenda (to be determined in the same way as for a monthly meeting).
- 7.3. The quorum of an AGM shall be 6 people, or 10% of membership, whichever is greater.
- 7.4. The maximum time between AGMs shall be 15 months

- 7.5. Members shall be given a minimum of 21 days' notice in writing (including electronic communication) for any General Meeting (Annual or Special GM)
- 7.6. Items for discussion shall be submitted at least 1 week in advance of the AGM.
- 7.7. Nominations or self-nominations for committee shall be submitted at least 1 week in advance of the meeting.

8. Special General Meetings

- 8.1 A special general meeting may be called by the committee or requested by members, to discuss important matters arising at other times, which need to be put before members. The rules for such meetings shall be as for AGMs.

9. Finances:

- 9.1. Any monies collected or held by the group will be administered by the Treasurer.
- 9.2. All spending decisions must be approved in principle at a previous committee meeting, and countersigned by one other signature as shall be agreed between the committee and the bank.
- 9.3. The group financial policy will prohibit the borrowing of monies.
- 9.4. The group may receive and expend monies on account including grants, for the purposes of furthering the objectives of the group.
- 9.5. The treasurer shall report annually.

10. Policy & Constitution

- 10.1. The constitution can be provisionally changed if agreed by the committee. A copy of this amended constitution is then sent out to the membership, stating clearly where the changes were made. The membership will then have the opportunity to comment.
- 10.2. The committee will then follow the provisionally updated guidance on the constitution until the AGM when it will need to be formally agreed through a motion.

11. Dissolution:

- 11.1. Dissolution of the group will be at a General Meeting. In the event of a majority of members voting for dissolution of the group, all finances accrued will be donated to a local charity chosen by a group vote.

12. Postal and Electronic Address:

- 12.1. The address of the group to which all communications and notices to the group may be addressed shall be:

Email : info@kinverclimate.co.uk

Website: www.KinverClimate.co.uk

Postal Address: Kinver Climate Action Group
c/o Kinver Parish Council

95 High Street
Kinver
DY7 6HD

Date last reviewed	Date to review
May 2024	May 2025

Signed

A handwritten signature in blue ink, consisting of several overlapping loops and a final flourish.

Steve Anderson - Chair

01/05/2024