

# CONSTITUTION

of

## **GlosCAN - Gloucestershire Climate Action Network**

1. Name : The name of the Association is “GlosCAN - Gloucestershire Climate Action Network”
  
2. Aims:-
  1. To promote constructive debate and initiate events and actions with the intention of bringing about the major changes required in Gloucestershire and beyond to reduce human-induced climate change.
  2. To raise awareness amongst individuals, organisations, businesses and public figures in Gloucestershire of the inadequacies of the current global and national commitments on climate change.
  3. To encourage individuals to become supporters of GlosCAN.
  4. To base our actions and activities on appropriate scientific evidence.
  5. To collaborate with other organisations with similar aims and values whether within Gloucestershire, surrounding areas or beyond.
  6. To conduct our activities in truthful, respectful and non-party-political ways and to demonstrate accountability to our Supporters.
  
3. Steering Group:
  - 3.1 The Association shall be managed by a steering group (“the Steering Group”) who are appointed at the Annual General Meeting (AGM) of the Association.
  - 3.2 The Steering Group shall publish and keep up to date a statement of GlosCAN’s “Starting Points” relating to climate change on the Association’s website.
  
4. AGM: An AGM shall be held once in every twelve months when the Steering Group members shall be elected or re-elected.
  
5. Powers: The Association shall have full power to do all things necessary and/or expedient to accomplish of its Aims including:
  - (1) raising funds, receiving grants and donations
  - (2) applying funds in carrying out the work of the Association

(3) co-operating with and supporting other associations with similar purposes

6. Use of Name: The name of the Association shall be mentioned in all official correspondence of the Association, notices, advertisements and other publications of the Association.

#### MEMBERSHIP (SUPPORTERS)

7. Supporters: The Association shall consist of such persons as the Steering Group may admit or has admitted as Supporters and all Steering Group Members must be Supporters.

8. Cessation of Membership:  
A person shall cease to be a Supporter

- a. on death;
- b. on resignation; or
- c. by expulsion under rule 9.

9. Expulsion of Members: A Special General Meeting may, by a vote of two thirds of the Supporters present and entitled to vote, expel any Supporter for conduct detrimental to the Association, provided that a notice specifying the conduct for which it is intended to expel him/her is sent to his/her email address as entered in the register of Supporters at least one calendar month prior to the date of the meeting.

10. Register of Supporters: The Association shall keep a register of Supporters in which the Secretary shall enter the name, email address, date of joining and ceasing of membership of each Supporter.

#### GENERAL MEETINGS

11. Ordinary General Meetings: The Annual General Meetings and other Ordinary General Meetings shall be held at such times as the Steering Group shall determine or as otherwise provided in these rules.

12. Special General Meetings: A Special General Meeting shall be held whenever the Steering Group think expedient.

13. Notice of General Meetings: At least seven days notice in writing of every General Meeting, stating the business to be transacted at such meeting, shall be sent to every Supporter at his/her email address entered in the register of Supporters and no business other than that stated in the notice shall be transacted at such meeting.

14. Voting at Meetings: Every Supporter present at an Annual, Special or General Meeting and not otherwise disqualified shall have one vote and where the votes cast in any matter are equal the then presiding officer shall have a casting vote in addition to his vote as a Supporter.

15. Presiding Officers at General Meetings: At all General Meetings the Chair, or if he/she be not present, a chair elected by the meeting, shall preside.

16. Quorum at General Meetings: Unless otherwise determined by a previous General Meeting, a quorum at General Meetings shall consist of five Supporters.

17. Discussion at Meetings: No party political or sectarian issue shall be raised, or resolutions of that character proposed, either at any Steering Group or General Meeting of the Association.

#### OFFICERS AND STEERING GROUP

18. Officers: The Association shall have the following officers: a Chair, a Secretary and a Treasurer

19. Steering Group: The Steering Group shall consist of the Chair, a Secretary, Treasurer and 3 to 9 other Supporters.

20. Election of Officers and Steering Group: The Chair, Secretary, Treasurer and other members of the Steering Group shall initially be elected by a majority of the Steering Group and thereafter shall be elected by a majority vote in each case at the Annual General Meeting and shall hold office for one year, but shall be eligible for re-election. If there is no simple majority the person with least votes drops out and re-voting takes place on the remaining candidates until one person has a clear majority. Voting for officers and other Steering Group members shall be by show of hands. If any officer or Steering Group member shall die, resign, be removed, or become unfit to act, the Steering Group shall be entitled to appoint a replacement officer or Steering Group member until the next Annual General Meeting. The vacancy may also be filled by calling a Special General Meeting or at a regular General Meeting.

21. Removal from Office: Any officer or member of the Steering Group may be removed at any time by a resolution of the majority of the Supporters present at any Special General Meeting called for that purpose, and that meeting may proceed to fill the vacancy.

22. Security by Officers: Every officer having charge of any of the monies of the Association shall, before entering on his/her duties, give such security as the Steering Group shall deem appropriate.

23. Powers of the Steering Group: The Steering Group shall have full power to conduct the business of the Association provided it does so in accordance with these rules

#### MEETINGS OF STEERING GROUP

24. Quorum at Steering Group Meetings: Unless otherwise determined by a General Meeting, a quorum at a Steering Group Meeting shall consist of four members.

25. Regular Steering Group Meetings : Regular meetings of the Steering Group shall be held at intervals not longer than one year.

26. Special meetings of the Steering Group: A special Meeting of the Steering Group shall be held on the giving of not less than seven days' notice in writing signed by at least three Steering Group members which notice must specify the resolutions to be discussed at that meeting.

#### CONDUCT OF SUPPORTERS AND STEERING GROUP

27. Abuse - Verbal or written abuse by any Supporter will not be tolerated. All Supporters are expected to show tolerance restraint and respect when dealing with one another and if a Supporter fails to comply with this rule he/she may be expelled as a Supporter under rule 12.

28. Dealing with issues of conduct - All conduct issues must be notified to the Steering Group and will be discussed at the meeting where the issues have been specified in the notice convening that meeting.

29. Duties - Steering Group members must carry out their delegated and / or elected duties.

30. Apologies - Steering Group Members and Supporters must submit any apologies for absence either in writing, or by telephone to the Chair or Secretary 24 hours in advance of the relevant meetings

31. Activities in the Association's name - Any Supporter wishing to support or promote a petition, or engage in any activity in the name of, or on behalf of the Association must obtain the prior consent of the Steering Group.

32. Reporting to the Steering Group - Steering Group members are expected to report back at the next Steering Group meeting on any specified meetings that they have attended on behalf of the Association.

33. Representation - Any Supporter wishing to represent the Association at a meeting of another organisation shall only do so with the prior consent of the Steering Group.

34. Decisions - Once a Steering Group decision has been democratically made, all Steering Group members shall stand by that decision.

35. Conduct of Steering Group Meetings: At all meetings of the Steering Group every decision shall be made by a majority of votes and if the votes are equal the presiding officer shall have a casting vote in addition to his/her vote as a member. The Chair or, if he/she be not present, a Chair elected at the Steering Group meeting, shall be the presiding officer.

#### MONEY AND PROPERTY

36. Money and property - all money and property belonging to the Association shall only be used for the Association's Aims.

37. Accounts - The Association must keep annual accounts where legally required. The most recent annual accounts shall be provided to any Supporter on written request.

38. Expenses - Supporters may only receive money or property from the Association, as a refund for their reasonable out of pocket expenses incurred on Association business as authorised under these rules.

39. Bank Account - all the Association's money (if any) shall be held in the Association's bank account. All cheques must be signed by 2 Steering Group members.

#### AMENDMENT OF CONSTITUTION AND RULES

40. Mode of amending the rules set out in this Constitution: The Rules may be amended by resolution of three-fourths majority at a Special General meeting.