Constitution: Incorporated Association

Name: The name of the group shall be One Planet Abingdon CEC Ltd

Also known as One Planet Abingdon Climate Emergency Centre

Purpose: The purpose of One Planet Abingdon CEC will be:

To provide a vibrant community place where people can come together to promote the conservation, protection and improvement of the physical, natural and social environments in the town of Abingdon for the public benefit of its residents and the wider community.

To build community ties by working collaboratively with local groups and individuals, educating the public, local business and other local bodies on the impact and mitigation of, as well as adaptation to, climate, ecological and social challenges.

To develop understanding and create a sense of purpose to act on the climate, ecological and social issues that affect us all in order to deliver positive changes within our lives and in the town of Abingdon leading to a sustainable, enjoyable and positive future.

Membership: Membership is open to anyone who:

- is 14 years old or over.
- Lives or works in Abingdon or feels a strong connection with the town.
- supports and expresses the aims of One Planet Abingdon CEC.

Membership will begin as soon as the membership form has been received by the membership secretary (electronic).

There will be no membership fee.

All members will be eligible to vote. A list of all members will be kept by the membership secretary.

Ceasing to be a member: Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the **equal opportunities policy** may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the steering group, accompanied by a friend, before a final decision is made.

Equal Opportunities: One Planet Abingdon CEC will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, paternity, marital status or age, or menopause

Officers and steering group: The business of the group will be carried out by a steering group elected at the Annual General Meeting. The steering group will meet as necessary and not less than four times a year.

The steering group will consist of up to 15 members including 4 officers. Up to 5 additional members may be co-opted onto the steering group at the discretion of the steering group.

The officers' roles are as follows:

- Chair, who shall chair both general and steering group meetings.

- Secretary, who shall be responsible for the taking and keeping of minutes and the distribution of all papers.

- Membership secretary, who shall be responsible for keeping records of members

- Treasurer who shall be responsible for maintaining accounts.

In the event of an officer standing down during the year a replacement will be co-opted by the steering group until elected by the next General Meeting of members.

The Steering group meetings will be open to any member of One Planet Abingdon CEC wishing to attend, who may speak but not vote.

Meetings - Annual General Meetings: An Annual General Meeting (AGM) will be held in every calendar year following the year of constitution.

All members will be notified at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the steering group may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership (rounded down) or 10 members, whichever is the greater number.

Meetings may be held face to face or online.

At the AGM:-

- The steering group will present a report of the work of One Planet Abingdon CEC over the year.

- The steering group will present the accounts of One Planet Abingdon CEC for the previous year.
- The officers and steering group for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

Meetings - Special General Meetings: The Secretary will call a Special General Meeting at the request of the majority of the steering group or at least 8 other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

Meetings - General Meetings: General Meetings are open to all members and will be held at least once every 6 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda. Notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

Meetings - Steering Group Meetings: Steering Group meetings may be called by the Chair or Secretary. Steering group members must receive

notice of meetings at least 7 days before the meeting.The quorum for Steering group meetings is 5 Steering group members.

Meetings - Rules of Procedure for meetings: All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

Finances: An account will be maintained on behalf of the Association at a bank or building society agreed by the steering group. Three cheque signatories will be nominated by the steering group (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be authorised by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each General meeting.

All money raised by or on behalf of One Planet Abingdon CEC is only to be used to further the aims of the group, as specified in the Purpose Statement of this constitution.

Amendments to the Constitution: Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

Dissolution: If a meeting, by simple majority, decides that it is necessary to close down the group it must call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

At a Special General Meeting the decision to dissolve the Association will require a two thirds majority of those present and entitled to vote.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a climate action group, local charitable organisation or social enterprise. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was updated at a Special General Meeting of the One Planet Abingdon CEC group on:- Date ……/……/…….

Name and position in group …….

Signed …….

Name and position in group …….

Signed …….

Name and position in group …….

Signed …….