

# **Constitution of Sustainable Arnside**

This Constitution was adopted on 22 January 2024  
Amended 31 July 2024

## **1. Name**

The Association's name is **Sustainable Arnside**.

## **2. The Purposes of Sustainable Arnside**

The overall objective of Sustainable Arnside is to facilitate a more environmentally sustainable future for Arnside and its residents. This will be achieved by:

- a) Helping residents to understand and reduce their carbon footprints.
- b) Encouraging the adoption of renewable energy sources for homes and transport.
- c) Promotion of environmental and ecological awareness and improvement, and the reduction of human impact.
- d) Supporting improvements to domestic energy efficiency and insulation.
- e) Communications via means such as newsletters, website content and meetings.

For these purposes Arnside is taken to include the parish of Arnside and immediately adjacent areas but not excluding participation in broader regional initiatives within Cumbria or north Lancashire.

## **3. Membership**

- a) Membership is open to all individuals aged 18 or over upon application and payment of an annual membership fee, subject only to 3(c). The Secretary will keep an up-to-date membership list.
- b) The level of the membership fee will be set by the Committee, reviewed on an annual basis and subject to confirmation at the Annual General Meeting (AGM).
- c) The Committee shall have the right for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the Committee before final decision is made.

## **4. Committee of Designated Members**

- a) The Association shall be managed by a Committee drawn from the Membership and who are appointed at an Annual General Meeting (AGM) of Sustainable Arnside.
- b) The Committee comprises 5 Designated Members – the Chair, Secretary, Treasurer and 2 other Members.

## **5. Annual General Meeting - AGM**

- a) The AGM must be held once a year at such a time and place as the Committee shall determine (not more than 15 months and not less than 9 months after the holding of the preceding AGM), with 14 days notice given to all Members telling them what is on the Agenda. Minutes must be kept of the AGM.
- b) Nominations of Designated Members for the new Committee must be received by the existing Chair 14 days prior to the AGM and supported by two other Members. There is no limitation on the number of times any Member may serve on the Committee in any capacity.
- c) There must be at least 3 members of the existing Committee present at the AGM.
- d) The AGM will be conducted as follows:
  - i) The existing Chair shall present an annual report of activities.
  - ii) The existing Treasurer shall present an annual report of the accounts.
  - iii) Any other items on the Agenda shall be discussed.
  - iv) The existing Chair will then appoint a Returning Officer from the Members present.
  - v) The election of the Committee for the next year will then proceed in which every Member has one vote.
  - vi) Members who are unable to be at the AGM may indicate their voting preferences to the existing Chair in advance.
  - vii) Members shall elect the 5 Designated Members to serve on the new Committee.
  - viii) Voting will be by a show of hands and counted by the Returning Officer (who is entitled to vote themselves) together with any votes received from absent Members.
  - ix) The results will be announced by the Returning Officer. In the event of a tie the existing Chair shall have a casting vote for that position, save for the position of Chair itself, in which case the existing Secretary shall have the casting vote.
  - x) The AGM will close with a note of thanks from the existing Chair to any retiring Committee Members and a welcome to new Committee Members.

## **6. Meetings of Sustainable Arnside**

- a) Meetings will be held at such times and places as the Committee shall determine but typically every 1-2 months in a venue able to accommodate expected numbers.
- b) The Committee shall determine the Agenda for each meeting.
- c) Members must be informed of meetings at least 14 days in advance so they have an opportunity to attend. At the discretion of Committee meetings may also be open to the public.

d) At each meeting at least 6 Members must be present for the meeting to be quorate and to be able to take decisions, these 6 including at least 2 of the Committee and one of these being the Chair or Secretary, and 4 additional Members, which can include other Committee members. If these conditions are not met the meeting may proceed but any decisions will only be provisional pending the next quorate meeting. Only Members are eligible to participate in decisions; other members of the public may participate in discussions but not decision-taking. In the event of a contested decision a vote may be taken in which the Chair conducts proceedings but does not exercise a vote, except where a tie occurs, in which case the Chair has a casting vote.

d) Minutes shall be kept for every meeting.

e) If any Members, including those on the Committee, or public attendees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

## **7. Sub-Groups**

The Committee may establish and disband such sub-groups as it sees fit to help with specific tasks or projects, subject to approval at a Meeting of Sustainable Arnside. Such informal groups can meet as they see fit and are not required to keep minutes. However, they are required to report back on their activities to a Meeting on a regular basis. Any use of resources or funding must be approved at a Meeting.

## **8. Events**

Events to promote the aims of Sustainable Arnside such as talks by invited speakers, fundraisers, presentations by outside organisations, or other activities must be approved at a Meeting. Such events would normally be open to members of the general public and advertised to maximise participation.

## **9. Money and Property**

a) Money and property must only be used for the Association's purposes.

b) The Association must keep accounts. The most recent annual accounts can be seen by anybody following a reasonable request.

c) Committee members cannot receive any money or property from the Association, except to refund reasonable out of pocket expenses.

d) Money must be held in the Association's bank account for which there are 3 signatories: the Chair, Secretary and Treasurer, any of which may sign cheques and make bank transfers.

## **10. Extraordinary Meetings**

If the Committee considers it is necessary to change the Constitution, or wind up the Association, they must call an Extraordinary Meeting so that the Members can make the decision. The Committee must also call an Extraordinary Meeting if they receive a written request from the majority of Members. All Members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- a) Winding up – a proposal to wind up the Association including being taken over by another organisation can only be made at an Extraordinary Meeting specifically called for that purpose. Any money or property remaining after payment of debts must be given to an Association with similar purposes to this one.
- b) Changes to the Constitution - can only be made at Extraordinary Meetings specifically called for that purpose.
- c) Extraordinary Meeting – can be called on written request from a majority of Members.
- d) The Committee may also call an Extraordinary Meeting to consult the membership.