

Wotton Area Climate Action Network - Constitution

Charity Number: 289185 (Affiliated to the Recreational Trust)

Name of Group Wotton Area Climate Action Network

Purpose of Group

We are a local, community-led climate action group, focusing on engaging residents and increasing awareness of climate change. We initiate and encourage practical actions within our community to reduce carbon emissions. As a network we aim to work with any and all existing groups to achieve our aims. The goal of the Wotton Area Climate Action Network is to work towards making our local area carbon neutral by 2030, in support of Stroud District Council's own Carbon Neutral 2030 Vision.

Brief History

A group of local people including met in July 2019 following Stroud District Council's declaration of a climate emergency and similar declarations across the UK. It was resolved to form a group with the purpose stated above.

Powers

WottonAreaCAN shall have full power to do all things necessary and/or expedient to accomplish of its aims including:

- raising funds, receiving grants and donations;
- applying funds in carrying out the work of the Group;
- co-operating with and supporting other associations with similar purposes.

Money and Property

- all money and property belonging to the Group shall only be used for the Group's aims;
- Accounts – The group must keep annual accounts where legally required. The most recent annual accounts shall be provided to any Supporter on written request;
- Expenses - Supporters may only receive money or property from the Group, as a refund for their reasonable out of pocket expenses incurred on Wotton Area Climate Action Network business as authorised under these rules;
- Bank Account – all the Group's money (if any) shall be held in the Wotton Area Climate Action Network bank/building society account. All cheques must be signed by 2 Steering Group members.

Membership

Membership is open to anyone in Wotton-under-Edge and the surrounding areas who supports the objectives of Wotton Area Climate Action Network;

Anyone joining does so as an individual and not as a representative of another group or organisation;

Membership is not time limited.

Steering Group Membership

Steering Group members are elected at the AGM from the general members who have joined not less than six months earlier.

Steering meetings

- Steering meetings will be held every two months with a quorum of 3;
- Topics for the agenda can be generated by any member preferably in time for their item to be circulated on the agenda;
- Agendas will be circulated by email prior to the meetings.
- There will be an AGM to report on progress, our accounts and elect/re-elect people to key roles.

Public meetings

- Public meetings may be held once every three months
- Monthly meetings may be held at the discretion of the steering group
- Format of public meetings will be flexible to allow maximum time for discussion and will include small group discussions as necessary;
- Non-members will be invited to public meetings particularly to add expertise to our discussions and projects.

Key roles in Wotton Area Climate Action Network

The following roles will be primarily responsible for running the organisation including meetings.

Chair responsible for:

- Managing meetings including reaching agreement on the agenda, and any discussions arising from the agenda;
- Will be the primary person responsible for significant correspondence with fund raising bodies and local Government, or in delegating this to others on a case by case basis;
- Developing fund raising through donations and grants.

Secretary responsible for:

- The administration of meetings;
- Preparing papers and briefing material as needed for meetings;
- Liaising on technical matters with other groups to facilitate collaboration;

- Writing up notes of meetings and communications within the Wotton Area Climate Action Network;
- Maintaining and securing a list of members, roles, skills, interests, etc.;
- Growing the membership.

Treasurer responsible for:

- Maintaining a cash box and book;
- Managing a bank/building society account for the group;
- Reporting on the state of finances and any significant donations / revenues or expenditures;
- Preparing an annual statement of accounts;
- Being aware of external funding opportunities;
- Assisting with grant applications.

Communications will be carried out by all members of Wotton Area Climate Action Network steering team as appropriate and communications will include:

- Creating and maintaining a Facebook page that can be used as Wotton Area Climate Action Network point of presence online;
- Responding to enquiries from the Press and other bodies interested in Wotton Area Climate Action Network;
- Preparing or commissioning articles for publication in the local Press, or other printed or online channels;
- Developing social media ensuring that members are aware of and comply with confidentiality and copyright issues.

Dissolution

(1) If the members resolve to dissolve the steering group, the members will remain in office to be responsible for winding up the affairs of the charity in accordance with this clause.

(2) The members must collect in all the assets of the group and must pay or make provision for all the liabilities of the charity.

(3) The members must apply any remaining property or money by transfer to any charity or charities for purposes the same as or similar to the groups aspirations.