

## CONSTITUTION OF SUSTAINABLE BISHOP

1. The name of the organisation is **Sustainable Bishop**.
2. The purposes/aims for which the organisation is set up are:  
To raise the awareness of and promote sustainability issues in the village of Bishopsteignton and surrounding areas.  
To provide information and other facilities to those interested to enable them to make their lives more sustainable through various means including repair, regeneration and recycling.
3. The activities by which the organisation will carry out its purposes/aims: By arranging meetings, other events and publicity. By facilitating and/or setting up or joining schemes to enable people to live more sustainable lives.
4. Membership of the organisation shall be open to any person who is interested in carrying out the purposes/aims of the organisation. A person is deemed to be a member in the following ways: by following any of the SusB social media accounts or by asking to be on the emailing list of people interested in the work of the organisation.
5. In order to qualify for a vote at the AGM or any other meetings requiring a vote members should be seen to be ACTIVE within the organisation. Being Active is defined as be asked to carry out a minimum of three activities in any one year. Everyone who is on any lists mentioned in paragraph four will be given the opportunity to be an Active member.
6. At the AGM-
  - the eligible members shall elect a Chair, Secretary and Treasurer
  - Up to three members of the Committee may be appointed as co-opted members. Co-opted members have the right to vote. Co-opted members may continue as members only if elected at the next AGM.
  - Up to six committee members can be elected.
  - A third of members of the Committee shall retire from office every three years though they may be re-elected or reappointed.
  - If a member of the Committee resigns the Committee may appoint someone in their place up to the time of the next Annual General Meeting.
7. No member of the Committee shall benefit from the work of the organisation other than as any ordinary member of the organisation might benefit, allowance being made, however, for out-of-pocket expenses if agreed in advance.
8. The Committee will decide how many meetings it will hold a year, with three meetings a year as a minimum plus the AGM.

- There must be a minimum of five committee members present to constitute a valid meeting.
  - Decisions shall be taken by a majority of votes of the members of the Committee present and voting. If the votes are equal the Chair shall have a casting vote.
  - The Committee shall keep Minutes of its meetings.
9. The funds of the organisation shall be paid in to an account operated by the Committee in the name of the organisation. The Key contact for the account will be the Treasurer. There shall be two signatures on any of the organisation's cheques or other documents required to operate the account. One of these signatures will always be either the Chair or the Treasurer. The funds of the organisation may only be used to achieve the purposes/aims of the organisation.
  10. The organisation shall keep accounts of its financial transactions. At its Annual General Meeting a Statement of Account shall be presented by the Treasurer. The accounts shall be examined by a competent person outside the organisation.
  11. At the Annual General Meeting the Chair will present a report outlining the activities of the organisation in the previous year and how the funding of the organisation received has been used to carry out its purposes and aims.
  12. There shall be an Annual General Meeting of the organisation of which 28 days notice shall be given to all the members of the organisation. Nominations for election to the Committee must be in the hands of the Secretary before the Annual General Meeting begins. Should nominations be greater than the number of places available election shall be by ballot. The Agenda for the AGM shall be sent out at least 7 days before the meeting.
  13. A special General Meeting of the organisation may be called when a third or more of the members indicate to the Committee that they believe there should be a meeting or the Committee determines that one should be called. Notice of the meeting and provision of the agenda to be as in paragraph 11.

Minutes shall be kept of the Annual General Meeting and any General Meetings.

14. The Annual General Meeting shall be considered valid when one tenth of the number of the members of the organisation for the time being, or 10 members of the organisation, whichever is greater, are present at any meeting.
15. The Constitution of the organisation may be altered when two thirds of the eligible members present and voting at a General Meeting pass a resolution. Details of the resolution will be sent out 14 days prior to the meeting.
16. If the Committee decides that the organisation should be dissolved it should call a General Meeting of all the members, giving 28 days notice. If the proposal to dissolve is confirmed by a two thirds majority of those present and voting the Committee shall pass any assets held by the organisation to a local like-minded body.

Signed..... Chair

Signed.....Secretary

Date.....