

# Powys Transition and Low Carbon Communities Network

## Constitution

### 1. Title

The name of this organisation is 'Powys Transition and Low Carbon Communities Network' (PTLCC).

### 2. Aims

The PTLCC is an unincorporated association of Transition Initiatives and other community groups in Powys that are focussed on helping their local communities to make the transition from high dependency on fossil fuels to a low carbon future and on improving the resilience of their communities. It exists to support its member groups and promote their work. The aims of PTLCC are therefore as follows:

- <sup>35</sup><sub>17</sub> to increase awareness of the transition, low carbon and community resilience agenda throughout Powys;
- <sup>35</sup><sub>17</sub> to help PTLCC member groups to engage with their local communities and with other strategic partnerships or organisations;
- <sup>35</sup><sub>17</sub> to improve the capacity and effectiveness of PTLCC member groups through training and knowledge sharing;
- <sup>35</sup><sub>17</sub> to improve the capacity and effectiveness of PTLCC member groups by facilitating communication between them and with organisations elsewhere that share their aims.

### 3. Powers

In pursuit of these aims PTLCC has the following powers; :

- <sup>35</sup><sub>17</sub> to work in partnership with any other organisations or partnerships that share its aims or seek to respond to its concerns;
- <sup>35</sup><sub>17</sub> to involve PTLCC member groups in county-wide initiatives related to transition, low carbon and community resilience;
- <sup>35</sup><sub>17</sub> to provide a framework to support the formation of new PTLCC member groups;
- <sup>35</sup><sub>17</sub> to enable networking and provide opportunities to share skills, experience, expertise, best practise and resources between PTLCC member groups;
- <sup>35</sup><sub>17</sub> to arrange training & development activities for PTLCC member groups;
- <sup>35</sup><sub>17</sub> to promote the work or activities of the PTLCC membership, and the benefits that work yields.
- <sup>35</sup><sub>17</sub> to hold and raise funds to enable it to carry out its powers and achieve its aims.

### 4. Membership

Membership of PTLCC shall be open to any local community group in Powys that meets the following criteria;

- <sup>35</sup><sub>17</sub>a constituted and non party-political organisation;
- <sup>35</sup><sub>17</sub> having a local geographical community within Powys as the base and focus of its activities;
- <sup>35</sup><sub>17</sub> being EITHER a registered Transition Initiative within the Transition Network, OR a community-wide initiative, taking account of peak oil and climate change and striving for resilience and CO2 reductions in an inclusive manner, and sharing the aims and values of the Transition Network;
- <sup>35</sup><sub>17</sub> committed to working in a welcoming, open, inclusive, and non-confrontational way;
- <sup>35</sup><sub>17</sub> having a positive and solutions based approach;
- <sup>35</sup><sub>17</sub> seeking to share experience, information, skills and resources with PTLCC member groups;
- <sup>35</sup><sub>17</sub> committed to helping neighbouring communities.

Membership applications should address the above points and be accompanied by a copy of the group's constitution.

Membership is not open to individuals, nor to groups operating across many communities or throughout the county or representing a particular environmental interest, being either for or against that interest.

Member groups can leave the PTLCC whenever they choose and confirm in writing that they wish to do so. They may be asked to leave if they no longer meet the above criteria.

## **5. Organisational structure**

The PTLCC 's organisational structure shall consist of a Representatives Forum and a Committee.

Each member group shall appoint two named representatives to the Representatives Forum and shall have a single vote in the meetings of the Representative Forum. Other members of the groups are welcome to attend meetings of the Representatives Forum but only the named representatives may serve on the Committee and only they or their deputies (by prior arrangement with the Chair) may cast the vote of their group at the meetings.

The Representatives Forum shall, at its Annual General Meeting, elect from the named representatives a Committee to be responsible for the management and membership of the PTLCC. The Committee shall consist of the honorary officers; Chair, Vice Chair, Secretary and Treasurer, and up to six other committee members.

## **6. Officers and Committee members**

The officers (Chair, Vice Chair, Secretary and Treasurer) and other committee members will occupy their positions for a year or between AGMs (whichever is longer) whereupon they will stand down, but will be eligible for re-election.

Should an officer or other committee member resign or no longer be able to serve on the Committee then another person from the Representatives Forum may be co-opted on to the Committee.

The Committee shall have also the right to co-opt up to two more persons from the Representative Forum on to the Committee if required and if that does not take the committee above 10 persons in number.

Co-opted committee members will occupy their positions until the following AGM whereupon they will stand down, but will be eligible for election.

## **7. Meetings**

### A. Committee Meetings

Committee meetings will take place as and when the Committee decide is necessary. In order to reduce the need for travel, meetings may make use of teleconferencing facilities.

Meetings of the Committee will be quorate when at least 50% or 3 (which ever is the larger) of its members are present. If a Committee meeting is in-quorate then it shall be postponed and reconvened at the earliest possible date. Each person serving on the Committee will have one vote. Voting will be done by verbal assent or by a show of hands or by a ballot if requested.

### B. Annual General Meetings (AGM) and Extraordinary General Meetings (EGM)

The Committee shall be responsible for convening an Annual General Meeting of the Representative Forum at which the officers and other committee members will be elected, the accounts approved and a Chair's report submitted. Each AGM shall take place annually or within 15 months of the

previous one. All member groups and their named representatives must be sent notice of the AGM at least 21 days before it is due to be held. An Agenda for the AGM will also be sent to member groups and their named representatives at least 21 days before the AGM.

An Extraordinary General Meeting of the Representative Forum may be called between AGMs if requested by at least 5 named representatives from the Representative Forum. All members must be sent notice of the EGM, including an explanation of why it is being called, at least 21 days before it is due to be held.

An AGM or an EGM will be quorate when there are at least 25% of the named representatives present. If an AGM or an EGM is in-quorate, then the meeting shall be postponed and reconvened at the earliest opportunity after a further 14 days notice.

Voting at AGMs and EGMs shall be done by card given out to each group's pair of named representatives on the basis of one group, one vote. The Chair will be able to vote, but in the event of a vote being tied will have an additional and casting vote.

### **8. Finance**

PTLCC has the power to hold a banking account and to raise and keep funds. The Treasurer will be responsible for managing the funds and reporting regularly the financial situation of PTLCC. It will be the responsibility of the Treasurer to arrange for the accounts to be inspected annually and approved by an independent person and this verification to be presented to the AGM along with the Treasurer's annual report. All cheques will be signed by any two of the three approved signatories, with the proviso that they do not reside at the same address.

### **9. Amendments to the Constitution**

Amendments to the constitution may only be made at an AGM or an EGM. They must be approved by a simple majority of votes cast at the meeting.

### **10. Dissolution**

PTLCC can be dissolved at either an AGM or EGM. Dissolution must be approved by at least 75% of the votes cast at that meeting.

Any assets or moneys held by the PTLCC upon dissolution, after settlement of all outstanding bills, will be passed to another voluntary organisation/s with similar aims and values as the PTLCC, as decided by the Committee.

This Constitution was approved on ...1<sup>st</sup> .. / ...May.. / ...2013..

Name (Printed): ...DIANA GREAVES.....

Position in Organisation: ...CHAIRMAN.....

Signature: ..... Date: ...1 / 5. / 2013

Name (Printed): CATHERINE LEA.....

Position in Organisation: ...SECRETARY.....

Signature: ..... Date: ...1 / 5. / 2013