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# *Sustainable Witney*

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## Constitution

### 1 Name

1.1 The name of the organisation shall be Sustainable Witney and this document is the governing document of Sustainable Witney.

### 2 Territory

2.1 Sustainable Witney will operate within the Town of Witney and the areas of Oxfordshire immediately adjacent to the Town.

### 3 Aim

3.1 To achieve a sustainable Witney.

### 4 Membership

4.1 Any person can be a Supporter of Sustainable Witney and help to achieve its Aim.

4.2 Membership of Sustainable Witney is open to any person who lives or works in the Town of Witney or otherwise has a reason to be a member.

4.3 The cost and period of membership shall be decided by the Committee and memberships shall be deemed to have lapsed three months after the date on which their renewal is due.

4.4 Where the Committee considers that a member's actions have brought Sustainable Witney into disrepute or that a member has been working against the Aim of Sustainable Witney, they may propose that that person be excluded from membership. Any such proposal must be considered at a General Meeting of Sustainable Witney, and must be passed by a two-thirds majority.

### 5 Administration

5.1 Sustainable Witney shall be administered by a Committee, which shall comprise not fewer than three nor more than eight members who will be the executive body of Sustainable Witney, to be elected at the Annual General Meeting by ballot of the members. All positions shall run from the end of the meeting at which they are appointed to the end of the Annual General Meeting following.

5.2 The Committee shall be made up of the following officers:

5.2.1 Chair

5.2.2 Treasurer

5.2.3 Secretary

5.2.4 Publicity (this position may be held by one of the above officers)

5.2.5 Ordinary Member (minimum of none and maximum of four)

5.3 The Committee shall meet at least every three months to be convened by the Secretary. The Chair may appoint other Committee members to chair the meeting and to take minutes. The Committee may invite other persons to attend its meetings as it considers appropriate, in an advisory non-voting capacity. The quorum for a meeting of the Committee shall be at least one half of its appointed members.

5.4 The Chair shall have a casting vote in the event of a tie.

5.5 The Committee shall organise public Sustainable Witney meetings at least once a year.

5.6 Due Notice is hereby defined as: email notice sent to all members subscribed through the website; to be enacted at least one month in advance of the event or deadline under notice. Sending of an email, to the email address provided by a member to Sustainable Witney, will be deemed to be service of the notice.

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## **6 Finance**

- 6.1 All money raised by or on behalf of Sustainable Witney shall be applied to further the Aim of Sustainable Witney and for no other purpose, provided that nothing herein contained shall prevent the repayment in good faith of reasonable out-of-pocket expenses.
- 6.2 The Treasurer shall keep proper accounts of the finances of Sustainable Witney, a summary of which shall be presented to General Meetings.
- 6.3 All monies shall be banked in the name of Sustainable Witney.

## **7 Annual General Meetings**

- 7.1 The Annual General Meeting will be held in each calendar year and no later than 15 months after the previous Annual General Meeting. The Annual General Meeting will receive the annual report and accounts. The Annual General Meeting will appoint the Committee and deal with any other competent business.
- 7.2 Due Notice must be given of the dates of General Meetings.
- 7.3 Resolutions to be moved at General Meetings must reach the Secretary at least seven days prior to the date of the meeting.
- 7.4 An Extraordinary General Meeting shall be held upon a decision of the Committee or by a request to the Secretary signed by at least 10 members or 20% of the paid up membership (whichever is lower). Where such a meeting is requisitioned by members, the meeting will be held within 60 days of the request being received by the Secretary.
- 7.5 The quorum for an Annual or an Extraordinary General Meeting shall be six Sustainable Witney members.
- 7.6 General Meetings shall be chaired by the Chair or such other person as those present may agree.
- 7.7 Matters shall be decided by majority vote unless otherwise stated elsewhere in the Constitution.
- 7.8 The Chair will have a casting vote in the event of a tie.

## **8 Winding Up**

- 8.1 If a General Meeting shall decide at any time that it is necessary or desirable to dissolve Sustainable Witney, an email poll shall be enacted of all members with a proposal that Sustainable Witney be dissolved. Due notice must be given of the deadline of any poll proposing dissolution.

If the majority decision of the poll supports the proposal, Sustainable Witney shall be wound up, with any assets, physical and financial, being distributed in accordance with the funder's criteria or – where not externally funded - in accordance with Sustainable Witney's Aim.

## **9 Alteration of Constitution**

- 9.1 The Constitution may be amended by a resolution at a General Meeting, voted on at the same, or by an email poll of all members. Due Notice must be given of the deadline of an email poll.
- 9.2 Any alteration will require the approval of not less than two thirds of those voting.

## **10 Other matters**

- 10.1 Any matters not covered by the Constitution may be decided by the Committee.

Revised by Kevin Hickman and J-P Stacey, Sun 12 May 2013