

CONSTITUTION

NAME

The name of the organisation shall be CARBON NEUTRAL CAMBRIDGE

AIMS

The aim of CARBON NEUTRAL CAMBRIDGE is to support the rapid reduction of the greenhouse gas emissions of the wider Cambridge region, ultimately to reach a net zero level, and in such a way as to maximise social equity and health.

It is anticipated that the activities of CARBON NEUTRAL CAMBRIDGE, in support of these aims will include:

- (a) Consulting and working with other organisations and individuals to build consensus and support
- (b) Lobbying, advocacy and policy development
- (c) Campaigning
- (d) Public events and communications
- (e) Undertaking and/or commissioning research, monitoring and polling

POWERS

To further these aims the Committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants, bequests, subscriptions, fees and otherwise.
- (b) Employ any paid worker to assist in the attainment of the aims of the group
- (c) Rent or own property and equipment necessary to achieve the aims
- (d) Affiliate to any local or national group or association that the Committee decides is appropriate and disaffiliate from any group or organisation if continued affiliation be, in the Committee's view, against the interests of the organisation.
- (e) Do all such lawful things as will further the aims of the organisation.

MEMBERSHIP

- (a) Membership shall be open to all individuals and organisations who are interested in furthering the aims of CARBON NEUTRAL CAMBRIDGE.

- (b) All members may attend and vote at the Annual General Meeting and shall be eligible for election to the Committee.
- (c) All members shall pay any such subscriptions for membership as are determined by the Committee.
- (d) Organisational members shall be such societies, associations, educational institutions or businesses as are interested in furthering the aims of CARBON NEUTRAL CAMBRIDGE. An organisational member shall appoint a representative to vote on its behalf at all meetings.
- (e) No member shall have the power to vote at any meeting if their subscription is in arrears at the time.
- (f) The Committee may terminate the membership of any member who brings the organisation into disrepute.

MANAGEMENT COMMITTEE

- (a) In order to manage the aims of CARBON NEUTRAL CAMBRIDGE, a Committee consisting of three officers (Chair, Treasurer and Secretary) and between three and seven other members shall be elected.
- (b) All officers and Committee members shall be elected at the AGM.
- (c) The officers and Committee Members shall serve until the conclusion of the next Annual General Meeting 4 years after their election and are then eligible for re-election.
- (d) The Committee may fill any casual vacancy on the Committee including vacancies among the Officers and any person appointed shall serve until the conclusion of the next Annual General Meeting.
- (e) The Committee may co-opt up to two persons onto the Committee and they will have voting rights.
- (f) The Committee may appoint such persons as it thinks fit as advisers. Advisers shall not have voting rights.
- (g) The Committee shall meet a minimum of four times per year.
- (h) The Committee may establish such sub-groups as are necessary to achieve the organisation's aims. Any such sub-group shall not enter into any legal or financial arrangement without the prior authority of the Committee.

ANNUAL GENERAL MEETING (AGM)

- (a) The Annual General Meeting shall be held once a year. This will be held not more than 15 months after the holding of the preceding AGM.
- (b) At least 21 days notice shall be given to all members. This may be provided by electronic means.
- (c) The purpose of the AGM is to (i) receive and adopt the Annual Report from the Committee; (ii) receive and adopt the annual accounts; (iii) elect members and officers for the Committee; (iv) consider any motion before the meeting.

SPECIAL/EMERGENCY MEETING

- (a) A Special/Emergency meeting may be called by the Committee if they feel it is necessary. Such meeting shall also be called if a written request to do so, signed by at least 25 members, or 25% of the membership (whichever is the lesser figure) is received.
- (b) At least 21 days notice shall be given to all members. This may be provided by electronic means. The notice shall give details of the business to be discussed at the meeting. Only business outlined in the notice shall be discussed at the meeting.

RULES OF PROCEEDINGS AT ALL MEETINGS

- (a) The minimum number of members needed for a meeting to go ahead shall be:
 - (i) At least 5 and not less than 5% of the membership at a general meeting
 - (ii) At least 3 at a Committee meeting
- (b) Questions at any meeting shall be decided by a simple majority. The Chair may vote and in the event of a tie the Chair shall have a casting (second) vote.

CHANGE TO THE CONSTITUTION

Proposals to change the constitution must be given in writing to the secretary at least 21 days before a meeting and approved by a two thirds majority of those present and voting.

ACCOUNTS

- (a) The funds of CARBON NEUTRAL CAMBRIDGE, including all donations, contributions and bequests, shall be paid into an account or accounts

operated by the Committee. All cheques drawn on the account(s) must be signed by at least two members of the Committee.

- (b) The funds belonging to the organisation shall be applied only to further the Aims.
- (c) A current record of all income, funding and expenditure will be kept.

DISSOLUTION

- (a) The organisation may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special/Emergency or Annual General Meeting.
- (b) If confirmed, the Committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the organisation or some other charitable purpose(s) as the Committee may decide.

Signed Chair Date

Signed Treasurer Date

Signed Secretary Date