

Congleton Sustainability Group Constitution

1. The group shall be known as Congleton Sustainability Group (CSG), also referred to as 'the Group' for the purpose of this constitution. CSG is an Unincorporated Not for Profit Group.
2. The geographical area covered by Congleton Sustainability Group is Congleton Town and the surrounding rural community.
3. CSG is a sub-group of the Congleton Partnership. As such, Congleton Town Council provides support to CSG in terms of financial and service-related resources. The Town Council employs a Partnership Officer who may be used by the Group for secretarial support.

4. The aims of CSG shall be:

To undertake physical projects and activities

Be a support network for other groups/clubs/associations/individuals which have a synergy, and/or complementary aims to CSG

To raise awareness of, to educate and encourage the local community, including businesses, schools, statutory authorities and residents, etc.,

to address the issues associated with the challenges of:

- (i) transitioning to a carbon-neutral community
- (ii) restoring and increasing biodiversity
- (iii) eliminating waste and pollution, e.g., through working towards a circular economy
- (iv) other environmental issues

in all their aspects.

5. CSG may implement projects as a group in its own right. Sub-groups may also be set up for individual projects as required.
6. There are 3 types of members in the Group:
 1. Representatives of a sub-group of CSG
 2. Representatives of autonomous groups which have synergy/complementary aims with CSG
 3. Individuals

Members who are representatives of a sub-group (or autonomous groups) are invited to provide a written report as appropriate for ongoing projects.

Representatives of autonomous groups which have synergy/complementary aims with CSG may attend meetings to share information and to give advice to the Group, e.g. Congleton Town Council officers and councillors, Cheshire Wildlife Trust etc.

Individual members are encouraged to attend CSG meetings as a pool of volunteers who can assist the Group and the representatives of the sub-groups with their projects, and to act as advisors where appropriate. They may be members of one or more sub-group (or none). The etiquette will be that all sub-groups have an equal footing, no matter how many individuals from a particular sub-group are present (see Rule 7).

7. Decisions will be made by general discussion, ensuring that all views have been heard and all members present have had the opportunity to speak. On the rare occasion that consensus is not reached, the matter may be adjourned to the next meeting, as decided by the Chair. The Chair may also decide to assess opinion with a formal vote, as appropriate.
8. All members of CSG should complete a membership form, stating that they will abide by this constitution, and also the constitution of Congleton Partnership.

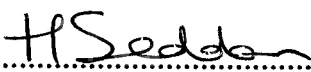
Membership will be open to anyone who is interested in helping the Group achieve its aims. The following shall apply to all members, both in face-to-face interactions and on-line:

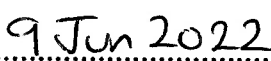
- Show respect for all members of the Group.
 - No bullying or aggressive behaviour towards any member of the Group.
 - No discriminatory language to be used at any time.
 - No using offensive language.
 - No negative comments towards any other member(s). Constructive comments are, of course, always welcome.
9. CSG shall have the power to reprimand, suspend or expel any member infringing any rule, or whose conduct is prejudicial to the good name of the Group. No such action shall be taken until the member has had the opportunity to appear before the Group to explain their conduct.
 10. Secretarial support can be either from an elected Secretary, or an official from Congleton Town Council. The Secretary (and Chair) will hold an up-to-date list of members. The Secretary will also maintain a list of the sub-groups and autonomous groups of CSG and their representatives.
 11. The AGM shall be held annually and at least 21 days' notice of the meeting shall be sent to all members. Any nomination for a new Chair/Treasurer/Secretary shall require two weeks advance notice to the Chair and Secretary in advance of an AGM. If more than two candidates for Chair/Treasurer/Secretary are received by the Chair and Secretary, an election will be held at the AGM via a secret ballot. All members may vote at the AGM (1 person has 1 vote). A sub-group may nominate a substitute member from their group to vote at the AGM in lieu of their usual representative. A quorum shall consist of five members.
 12. The Chair, the Secretary and the Treasurer will form the executive of CSG. If the Chair or Treasurer or Secretary (if elected) leaves the Group or their role between AGMs, an Extraordinary General Meeting (EGM) must be called. Members can

appoint an interim successor to fill the post until the next AGM when the post becomes re-electable at this time.

The Secretary may also call an EGM on receipt of a written request to the Secretary and Chair, signed by at least five members. The Secretary must send a calling notice and an agenda of the EGM to all members at least 7 days before the meeting.

13. The Treasurer of CSG shall prepare a balance sheet at regular intervals and always prior to the AGM where a receipt of accounts and balance sheet must be presented. Any monies obtained by the Group will be used only to further the aims of the Group. The Treasurer shall also prepare an up-to-date list of assets owned by Congleton Sustainability Group in its own right, which includes equipment, buildings and property, etc. The asset list will be presented at the AGM.
14. In the executions of the trusts hereof no member of the executive of CSG shall be liable:
 - For any loss to the property of CSG by any reason of any improper investment made in good faith (so long as he/she shall have sought professional advice before making such an investment)
 - For the negligence or fraud of any agent engaged by him/her or by any other member of CSG in good faith (provided reasonable supervision shall have been exercised)
15. These rules supersede any previous rules of CSG, which are now null and void.
16. No alteration or addition shall be made to these rules except with the consent of at least two-thirds of the members present and voting at the AGM or an EGM called for the purpose.
17. In the event of winding up or dissolution of Congleton Sustainability Group, after the satisfaction of all its debts and liabilities, the assets remaining shall be given or transferred to some other not-for-profit organisation chosen by the members based in the Town of Congleton.

Signed 

Date 

Heather Seddon
Chair, Congleton Sustainability Group