

# ADAPT (Audlem and District Acting Positively for Transition) CONSTITUTION

Version adopted at the Annual General Meeting on 7 December 2016

## 1. Name

The name of the Group shall be ADAPT (Audlem and District Acting Positively for Transition).

## 2. Form of the Group

The Group shall take the form of an unincorporated association.

## 3. Aim

ADAPT supports transition initiatives with the aim of creating a local, sustainable, resilient and inspiring community for present and future.

## 4. Links with the principles of Transition

ADAPT started after contact with the Transition Network, which is responding to the challenges posed to the sustainability of towns and villages by natural resources depletion and climate change and their effects on life, livelihoods and the environment.

- Most people are aware of climate change and how carbon dioxide from burning fossil fuels is affecting it, even if not everyone agrees about why or how it should concern us.
- Many people are less aware that the era of plentiful and cheap energy and materials from fossil fuels will end very soon, even though so much of what we have and do presently depends on fossil fuels.
- The implications of climate change and the fossil fuels/energy crisis for our communities are profound. So, 'transition' is about making the transition **from** high dependency on fossil fuels and high carbon dioxide emissions **to** low dependency and low emissions; **from** unsustainable communities **to** sustainable ones.

Members are equally concerned about other aspects of the quality of life in our villages in the long-term. Members' motivations for joining ADAPT include: reducing waste and increasing recycling; maintaining local shops and services; reducing dependency on distant suppliers of food and energy; creating local jobs; ensuring affordable housing for young people; revitalising self-sufficiency skills; reorienting local transport more to cycling and walking; reducing the volume of long-distance heavy goods traffic.

## 5. Objectives

- Grow more food locally
- Shop locally
- Generate electricity locally
- Increase energy efficiency in our buildings
- Promote waste reduction
- Reduce transport CO<sub>2</sub> emissions locally
- Share knowledge, skills and specialised tools
- Raise awareness about the benefits of transition

## 6. Operating principles

a) Action & Interest Groups of ADAPT are formed to exchange information and organise activities and projects related to ADAPT's objectives. Action & Interest Group activities and projects are the means through which ADAPT demonstrates positive, achievable experiences of transition, leading by example and reaching out to involve the wider public.

b) ADAPT collaborates with other community groups active in Audlem and district to avoid duplication and competition.

## **7. Membership**

- a) Membership shall be open to the community from Audlem and surrounding parishes.
- b) Membership is defined by the completion of a membership form, lodged with and held by the Communication Officer, in accordance with the Data Protection Act.

## **8. Ceasing to be a member**

- a) Members may resign at any time in writing to the Communications Officer.
- b) Any offensive behaviour, including racist, sexist or inflammatory remarks, shall not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Group if an apology is not given.
- c) Any member not attending a Meeting of the Group, or participating in an activity for twelve months without apology shall be contacted and asked if they wish to continue their membership.

## **9. Equal opportunities**

The Group shall not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **10. Officers**

The officers of the Group shall be

- a) Chairperson
- b) Communications officer, to act as the appointed point of contact for the Group
- c) Treasurer, who shall be responsible for maintaining accounts.

## **11. Meetings of the Group**

- a) Meetings of the Group shall be held at least once every three months but may be held more often.
- b) Chair of meetings, nominated on a rotating basis, agreed for the next meeting at the preceding meeting.
- c) Minutes Secretary, shall be agreed for the next meeting at the preceding meeting, and shall be responsible for taking minutes and distribution of all papers.
- d) The quorum for decision making at a meeting of the Group shall be 6 members

In addition to decision making, meetings of the Group are intended to be a forum for developing and maintaining ADAPT's aims, objectives and operating principles, for overseeing the activities of Action & Interest Groups and facilitating exchange between them, and for exchanging information about transition issues.

All matters that arise at any meeting shall be discussed openly and the meeting shall seek to find general agreement that everyone can agree to. If consensus cannot be reached a vote shall be taken and a decision shall be made by a simple majority of members present. If the votes cast on each side are equal, the chair of the meeting shall have an additional casting vote

## **12. Governance**

### **A. G. M.**

An Annual General Meeting shall be held at a frequency of no more than 14 months, and shall include the appointment of the Communications Officer, Treasurer and Auditor, and a review of the preceding year's activities, with a view to informing the coming year's planned activities.

### **Finances**

- a) An account shall be maintained on behalf of the Group at a Bank agreed by members.
- b) The account shall be administered by the Treasurer appointed by the A.G. M..
- c) Records of income and expenditure shall be maintained by the Treasurer and a financial statement given to each meeting.
- d) An annual summary of Accounts shall be available to all members at least two weeks before the A.G.M. signed by two signatories.
- e) The account and records shall be audited annually by a person of appropriate experience who is not a member of the Group, and agreed at the AGM.
- e) All expenditure of the Group is to be approved by a quorate meeting, other than sundry expenditure below the agreed threshold value of £70.
- f) Action & Interest Groups requiring the use of ADAPT's Bank Account shall submit proposals to a meeting of the Group for approval.
- g) Three signatories to the bank account shall be appointed with any two to sign

### **Amendments to the Constitution**

- a) Amendments to the constitution shall be agreed by not less than 75% of the membership.
- b) The agreed Constitution shall be reviewed at least biannually.

## **13. Dissolution**

In the event of winding up or dissolution of ADAPT, 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 and having objectives similar to the objectives of ADAPT.