

Turn Lyme Green. Constitution. June 2016

Objectives of Turn Lyme Green

Turn Lyme Green is a voluntary not-for-profit community group, founded in 2007 in order to

- promote sustainable and ecologically-sensitive living in Lyme Regis;
- engage in issues that preserve and enhance the town's environment, including energy use, waste and resource-efficiency in the context of climate change;
- source reliable information, attract involvement and suggest practical solutions as appropriate;
- combine education and awareness-raising with action and policy influence.

Turn Lyme Green functions within the framework of the Lyme Regis Community Plan 2007-2027 prepared by LymeForward and endorsed by Lyme Regis Town Council.

Turn Lyme Green works towards these objectives by

- organising meetings, events and practical workshops on relevant topics;
- providing information to, and promoting good practice among, its members, supporters and the wider community;
- collaborating and exchanging information with other environmental and community groups in West Dorset and beyond;
- raising money to fund its activities.

Membership

Full membership with voting rights is open to any individual or any organisation wishing to:

- support Turn Lyme Green and its objectives;
- pay the annual subscription as agreed by a simple majority of members voting at the Annual General Meeting (AGM).¹

Any member organisation will appoint one named representative to attend and vote at meetings, or to send a proxy representative.

Associate membership at no charge allows friends (both individuals and organisations) of Turn Lyme Green to be included on the mailing list and to attend meetings but without voting rights.

Funding

Turn Lyme Green is funded by:

- annual subscriptions from members, payable each April, at a rate agreed by the AGM;
- donations at public meetings and by means of other solicitations;
- applications to grant-awarding bodies.

Officers

Turn Lyme Green is administered by a committee of unpaid officers elected at each AGM from among and by the paid-up membership, to whom the officers are accountable.

- Chair
- Secretary
- Treasurer

Duties of the Officers

Chair

- chair membership, public and officers' meetings, with a casting vote if necessary;
- represent, or send a proxy for, Turn Lyme Green at functions/meetings to which it is invited;
- speak officially on behalf of Turn Lyme Green when necessary.

Secretary

- maintain the membership list;
- deal with correspondence;
- arrange public and officers' meetings (agenda, bookings etc);
- take and keep minutes of meetings;
- manage communications (newsletter, press, website, social media etc) to share relevant information among the full and associate members.

¹ The current subscription is £5.00 per annum

Treasurer

- collect and receipt all membership subscriptions;
- collect and receipt voluntary donations;
- coordinate fundraising efforts;
- manage the Turn Lyme Green bank account, ensuring that any payments are authorised by the treasurer and one other nominated officer;
- ensure that any money obtained by Turn Lyme Green is used only for its agreed objectives;
- keep proper accounts showing all money collected and paid out by Turn Lyme Green;
- make a financial report to members at each AGM.

Meetings

- officers meet according to need, but no less than three time per year;
- full membership meetings, also open to associate members and the public, are held monthly except in August and December.

Annual General Meeting

- the AGM is part of the regular monthly meeting in April;
- all members must have at least fourteen days' notice of the AGM;
- the quorum for an AGM is 10 paid-up members;
- all paid-up members are entitled to vote at the AGM;
- the business of the AGM will include:
 - a report from the chair on Turn Lyme Green's activities over the year
 - a financial report from the treasurer
 - electing officers for the coming year
 - confirming or amending the annual membership subscription for the coming year.

Decisions at the AGM, except those affecting the terms of this Constitution, are taken by consensus or by simple majority vote of those present and voting.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at a quorate AGM.

Dissolution

Turn Lyme Green can be wound up at any time if agreed by two-thirds of those members present and voting at a quorate AGM. In the event of winding up, any assets remaining after all debts have been paid will be given to another Group with similar aims or returned to the grant-giving body if appropriate.

This constitution was adopted at a general meeting of Turn Lyme Green on 14th June 2016

Signed by:

Chair: Candida Dunford Wood

Secretary: Polly Benfield

Treasurer: Chris Boothroyd