



Horsforth Climate Action Constitution

1. NAME

The name of the organisation shall be **Horsforth Climate Action**.

2. AIMS

- 2.1 To promote community-wide action to tackle climate change and make a transition to a zero carbon, nature friendly and socially just community for Horsforth & Leeds.
- 2.2 To work in partnership with local residents, community, faith organisations and local businesses to enable, empower and establish closer connections and support to create a climate conscious community.
- 2.3 To engage and work with any other local, regional, national and international bodies that share and support the aims of Horsforth Climate Action and further the cause.
- 2.4 To publicise the work and objectives of Horsforth Climate Action to encourage positively and hope from recognising the problems facing us but realising that we can all contribute towards 'making a difference' in tackling over-consumption, waste and pollution.
- 2.5 To raise funds and apply for any funding available to further its objectives.

3. EQUAL OPPORTUNITIES

- 3.1 Horsforth Climate Action is a resident-led group that wants to involve everyone in the area. We aim to avoid any form of discrimination in line with the Equality Act 2010; this includes: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including: colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- 3.2 We will try to overcome any obstacles to people giving their views or getting involved in meetings and events. We will try to ensure everyone feels welcome and safe at events we organise. We will take positive action to reach people who are under-represented at meetings or events and will seek to ensure that, (in so far as is possible with a small, new group), everyone has equal opportunities to attend and take part in all events.

4. MEMBERSHIP

- 4.1 We acknowledge that not everyone who takes part in activities, shares their ideas and gets involved will want to become a member of HCA & we encourage everyone to participate on their own terms as often as they choose.
- 4.2 Membership of Horsforth Climate Action is open to any individual who:
 - Is aged 18 years or over
 - Lives, works or has a significant stake in Horsforth and supports the aims of Horsforth Climate Action

We are keen for under 18s to become members too & will update the constitution accordingly once we have a Safeguarding Policy in place. In the meantime, under 18s are able to participate in all meetings & events where they are accompanied by an appropriate adult.



- 4.3 Membership:
- Is free of charge
 - Open to anyone who consents to their contact details being held by Horsforth Climate Action
 - Means an individual aligns with the group, can bring proposals for funding & support to Horsforth Climate Action & can take a lead on Horsforth Climate Action activities & events
 - Enables an individual to have voting rights at Annual General Meetings
- 4.4 People who join the HCA Facebook page will be considered supporters of the group rather than members, unless they also register their membership.
- 4.4 A Horsforth Climate Action mailing list will be maintained by the Hub Worker and accessible to all members of the Steering Group and Comms Group in accordance with our GDPR policy.
- 4.5 Ceasing to be a member:
A person stops being a member if they:
- Contact the Steering Group to close their membership for whatever reason. The decision is to be respected but the person will be asked if and how they would like to stay in touch with the group.
 - When they have done something that goes against the aims of HCA. In this case anyone facing expulsion for apparently breaching the aims of the HCA should have the right to be heard and the group will seek to find a mutually agreeable way forward.
- 5. GOVERNANCE**
- 5.1 A Steering Group is appointed annually to manage the business of Climate Action Horsforth. The Steering Group shall comprise 5 people. A representative of Together for Peace, of St Margaret's Church and the Hub Worker shall also be on the Steering Group for the first three years (until September 2024).
- 5.2 To further the aims the Steering Group has the authority to:
- i. Design, support, promote and directly deliver projects and services which support the aims above.
 - ii. Appoint sub-committees, advisory groups or task & finish groups of its own members and other persons as it may from time to time decide necessary for the carrying out of its work and may determine their terms of reference, duration and composition. All such sub-committees shall make regular reports on their work to the Steering Group
 - iii. Obtain, collect and receive money or funds by way of contributions, donations, grants and any other reasonable method towards the aims of Horsforth Climate Action.
 - iv. Support the residents of Horsforth, local VCSE sector organisations, faith groups and businesses to carry out the aims of HCA.
 - v. Work with partner organisations, in the first instance particularly St Margaret's Church and Together for Peace.
 - vi. Comply with LCC or any other partners' guidelines/rental agreements as will further the aims of HCA.



5.3 **Steering group management:**

- i. The Steering Group shall meet at least 4 times each year.
- ii. The initial Steering Group shall be agreed by the existing Steering Group members, and thereon by elected at the Annual General Meeting.
- iii. Nominations from members must be in writing and provided to the Secretary at least 7 days before any AGM.
- iv. Should the number of nominations exceed the number of vacancies, election shall be by secret ballot by the members of HCA present at the AGM.
- v. Should the number of nominations be less than the number of vacancies, further oral nominations may, with the approval of the AGM, be invited from members present.
- vi. The Steering Group elected at the AGM shall have the power to co-opt up to 2 further members.
- vii. The Chair, Treasurer and Secretary shall be appointed annually by the members of the Steering Group at their first meeting following the AGM.
- viii. The office of Chair shall not be held by any one person for more than 3 consecutive years.
- ix. Any Steering Group member who fails to attend 3 consecutive Steering Group meetings without reasonable excuse shall lose her/his place on the Steering Group.
- x. The Steering Group has the power to fill a casual vacancy until the next general meeting.
- xi. All members of the Steering Group will stand down annually and be available to be re-elected the following year as well as any HCA members who would like to become part of the Steering Group.
- xii. In order for the Steering Group to be quorate there shall be a minimum of 3 Steering Group members present.
- xiii. A proper record of all financial transactions shall be kept by the treasurer.
- xiv. Whilst we have a Horsforth Climate Action Hub Worker, this person will keep records of all Steering Group meetings, capturing decisions made and actions arising.

5.4 **General Meetings**

- i. An Annual General Meeting (AGM) shall be held within 15 months of the date of the adoption of this constitution and each year thereafter.
- ii. Notices of the AGM shall be published three weeks beforehand, and a report on Horsforth Climate Action's financial position for the previous year will be made available at the same time by the treasurer.
- iii. The AGM business shall include the following:
 - a. The election of members to serve on the Steering Group
 - b. The consideration of an Annual Report of work done by or under the auspices of the Steering Group
 - c. The consideration of the accounts
 - d. The transactions of such other matters as may from time to time be considered necessary.
- iv. A Special General Meeting (SGM) may be called at any time at the request of the Steering Group, or not less than one quarter of the membership. A notice



explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

- v. In all General Meetings, five members or one quarter of the membership, whichever is the lesser, shall form a quorum.
- vi. All questions arising at any General Meeting shall be decided by a simple majority of those present and entitled to vote. Voting shall be by show of hands.
- vii. Proposals to change the constitution must be given in writing to the Chair/coordinator at least 28 days before a SGM and approved by a two thirds majority of those present and voting

6. Finance:

- 6.2 All monies raised by or on behalf of HCA shall be applied to further the aims of HCA and not for other purposes PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of HCA engaged upon the approved business of HCA.
- 6.2 A record of all income, funding and expenditure will be kept by the Treasurer. This Treasurer, along with the HCA Hub Worker, will take responsibility for liaising with St Margaret's Church regarding finances, until such time as HCA is able to run independently through its own bank account.
- 6.3 The financial year of HCA shall run from 1st April to 31st March.
- 6.4 The accounts shall be externally examined once a year by a suitably qualified person.
- 6.5 The funds of the group including all donations, contributions and bequests, shall be paid into a bank account operated by HCA.
- 6.6 All monies drawn on the bank account must be signed (including digitally) by at least 2 members of the Steering Group, often but not always this will include the Treasurer. The 2 signatories cannot be members of the same household. The Treasurer should be informed of any funds spent.

7. DISSOLUTION

- 7.1 The Group may be dissolved after October 2025 by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting. We will aim for consensus across all members of the Steering Group as far as is reasonably possible.
- 7.2 If confirmed, the Steering Group shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to Horsforth Climate Action or some other charitable purpose(s) as the Steering Group may decide.