

## Horsforth Climate Action - Constitution

<b>1</b>	<b>NAME</b>
<b>1.1</b>	The name of the organisation is <b>Horsforth Climate Action. (HCA)</b>
<b>2</b>	<b>AIMS</b>
<b>2.1</b>	To promote individual and community-wide action to tackle climate change and make a transition to a zero carbon, nature friendly and socially just community for Horsforth and Leeds.
<b>2.2</b>	To promote and facilitate climate education and awareness raising about the Climate Crisis.
<b>2.3</b>	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.
<b>2.4</b>	To engage and work with any other local and regional, and if appropriate national bodies that share and support the aims of Horsforth Climate Action.
<b>2.5</b>	To raise funds and apply for any funding available to further its objectives. Horsforth Climate Action will not be aligned to any political party.
<b>3</b>	<b>EQUAL OPPORTUNITIES</b>
<b>3.1</b>	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.
<b>3.2</b>	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, as far as is reasonably possible and within our capacity, everyone has equal opportunities to attend and take part in all events.
<b>4</b>	<b>MEMBERSHIP</b>
<b>4.1</b>	We acknowledge that not everyone who takes part in activities, shares their ideas and gets involved will want to become a member of HCA and we encourage everyone to participate on their own terms as often as they choose.
<b>4.2</b>	Membership of Horsforth Climate Action is open to any individual who is aged 18 years or over and lives, works or has a significant stake in Horsforth and supports the aims of Horsforth Climate Action.

<b>4.3</b>	We are keen for under 18s to become members too and will update the constitution accordingly once we have the capacity to do so. In the meantime, under 18s are able to participate in all meetings and events where they are accompanied by an appropriate adult.
<b>4.4</b>	Membership is free of charge and open to anyone who consents to their email contact details being held by HCA on our mailing list.
<b>4.5</b>	Membership means an individual aligns with the group aims and can bring proposals for funding and support or request to take a lead on HCA activities and events.
<b>4.6</b>	Individual membership provides voting rights at Annual General Meetings, General Meetings and Special General Meetings.
<b>4.7</b>	A Horsforth Climate Action mailing list will be maintained by the Hub Worker or other administrative role holder and accessible to all members of the Steering Group and Comms Group in accordance with our GDPR policy.
<b>4.8</b>	To cease being a member, a person should 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.
<b>4.9</b>	Expulsion from HCA can occur when a person has done something that goes against the aims of the group. The member should have the right to be heard and the group will seek to find a mutually agreeable way forward.
<b>4.10</b>	Group membership - we aim to work with local groups and when appropriate invite them to have group membership.
<b>4.11</b>	Group membership is open to local groups, in Horsforth or surrounding areas, who align with our aims and facilitate work in the community that promotes community-wide action to tackle climate change, is nature friendly and/or socially just.
<b>4.12</b>	Group membership is free.
<b>4.13</b>	Group members can benefit from shared publicity opportunities, training, volunteer recruitment and event collaboration.
<b>4.14</b>	Group membership will entitle groups to one vote per group at AGMs or other decision making gatherings.
<b>4.15</b>	Individual members who are members of other Member groups will still have the right to vote in their own right.
<b>5</b>	<b>GOVERNANCE - Steering Group and Meetings</b>
<b>5.1</b>	A Steering Group is appointed to manage the business of Horsforth Climate Action. The Steering Group shall comprise at least 3 people.

<b>5.2</b>	Steering Group has the authority to design, support, promote and directly deliver projects and services which support the aims above.
<b>5.3</b>	Steering Group can appoint sub-committees, advisory groups or task and finish groups from 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.
<b>5.4</b>	Steering Group can obtain, collect and receive money or funds by way of contributions, donations, grants and any other reasonable method towards the aims of HCA.
<b>5.5</b>	The Steering Group will meet at least 4 times each year. 3 members will be able to form a quorum.
<b>5.6</b>	When a Horsforth Climate Action Hub Worker is in place, or a Secretary, this person will keep records of all Steering Group meetings, capturing decisions made and actions arising.
<b>5.7</b>	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
<b>5.8</b>	All members of the Steering Group will stand down annually at the AGM and can be re-elected for the following year.
<b>5.9</b>	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.
<b>5.10</b>	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.
<b>5.11</b>	The Steering Group elected at the AGM can co-opt up to 2 further members during the year. Their Steering Group position will be confirmed if they are elected with other members at the AGM.
<b>5.12</b>	An Annual General Meeting must be held within 6 months of the end of the HCA year (currently the year runs 1st October to 30th September and therefore the AGM must be held by the end of March)
<b>5.13</b>	Notices of the AGM shall be published three weeks beforehand, and a report on HCA's financial position for the previous year will be made available at the same time by the treasurer.
<b>5.14</b>	The AGM business must include the election of members to serve on the Steering Group, consideration of the HCA Annual Report, consideration of the accounts and transactions and any other business arising.
<b>5.15</b>	A Special General Meeting (SGM) may be called at any time at the request of the Steering Group, or by 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.

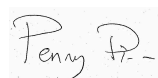
<b>5.16</b>	At an AGM and/or SGMs five members or one quarter of the membership, whichever is the lesser, shall form a quorum. Voting will be by a show of hands and decided by a majority vote.
<b>5.17</b>	Proposals to change the constitution must be given in writing to the Chair/coordinator at least 21 days before a SGM or the AGM and approved by a two thirds majority of those present and voting.
<b>6</b>	<b>FINANCE</b>
<b>6.1</b>	All monies raised by or on behalf of HCA shall be applied to further the aims of HCA and not for other purposes providing 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.
<b>6.2</b>	A record of all income, funding and expenditure will be kept by the Treasurer.
<b>6.3</b>	The financial year of HCA shall run from 1 <sup>st</sup> October to 30th September.
<b>6.4</b>	The accounts shall be externally examined once a year by a suitably qualified person.
<b>6.5</b>	The funds of the group including all donations, contributions and bequests, shall be paid into a bank account operated by HCA.
<b>6.6</b>	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.
<b>6.7</b>	The Treasurer must be informed of any funds spent.
<b>7</b>	<b>DISSOLUTION</b>
<b>7.1</b>	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.
<b>7.2</b>	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.

**Chair**



Penny Lewis

**Treasurer**



Penny Pinn

Date: 1/03/26

This is our updated constitution and will be formally ratified at our AGM On March 1st 2026, subject to an amendments on the day,