

CONSTITUTION

of

Time for Change Argyll & Bute

(adopted on [22/03/2021])

CONTENTS		
GENERAL	name, objects, powers, general structure	clauses 1-4
MEMBERS	qualifications, subscription, register, withdrawal, expulsion	clauses 5-10
GENERAL MEETINGS (meetings of members)	general, notice, procedure	clauses 11-15
ADMINISTRATION	accounting records and annual accounts	clauses 16-20
MISCELLANEOUS	dissolution, alterations to the constitution, interpretation	clauses 21-25

Name

1. The name of the association is "Time for Change Argyll & Bute".

Objectives

2. The association's objectives are:

- (a) To raise awareness of both the threats posed by climate change and environmental degradation, and the potential solutions to these problems, on a local level appropriate to Argyll and Bute.
- (b) To inform, inspire, involve and empower people from a wide range of backgrounds in relation to 2 (a), and to do so in a way that unites us, rather than dividing us.
- (c) To bring communities, businesses and politicians with us. To advertise the support we have for our message.
- (d) To bring about change by speaking out, proposing effective solutions, demonstrating our support and working with local elected representatives to keep climate change at the top of the agenda.
- (e) To engage on an equitable and impartial basis with all political parties and none to promote best scientific thinking on climate change and environmental degradation.

Actions

- 3. In pursuance of the objects set out in clause 2 (but not otherwise), the association shall carry out the following actions:-
 - (a) To establish working relationships with political representatives at both local and national level; to hold these representatives accountable to the decarbonisation targets and other climate change initiatives and commitments set out by them and the UK and Scottish governments.
 - (b) To organise educational and awareness raising events locally.
 - (c) To engage such consultants and advisers as are considered appropriate from time to time.
 - (d) To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the association's objectives.
 - (e) To establish and/or support any other charity, and to make donations for any charitable purpose falling within the association's objectives.
 - (f) To take such steps as agreed by the association for the purpose of raising funds for the association's activities.
 - (g) To accept grants, donations and legacies unless tied into conditions at variance with the objectives of the association.
 - (h) To carry on any other activities which further any of the above objectives.

General structure

- 4. The structure of the association shall consist of:-

- (a) the MEMBERS - who have the right to attend any meetings, and who each have an equal say in decision-making.
- (b) the STEERING COMMITTEE - a chair, secretary and treasurer will be elected at the AGM by the members, but will not have more of a say in decision-making than ordinary members.
- (c) the Steering Committee is responsible for keeping members informed of everything that the group is doing. They shall ensure regular meetings of members are held and other communications issued as agreed by the Members.
- (d) The Steering Committee shall ensure that a regular email round-up of all the activities is produced.
- (e) Time for Change aims to reach decisions by consensus.
- (f) Decisions made by a general meeting of members require a quorum of 10 members.

4.1 Delegation to Workgroups

- a) Members may pick which campaigns and activities they wish to focus on, and should not be expected to keep abreast of all the other campaigns and activities conducted by TfC.
- b) Working groups may be formed to focus on specific issues; each group will have a designated spokesperson to relay activities to the wider group.
- c) Any member may join any working group at any time. Members should be familiar with the TfC Code of Conduct.
- d) Working groups have the power to make operational decisions, establish and maintain a working relationship with a group or representative, and release statements on behalf of TfC subject to the following provisions:
 - a. a designated spokesperson will report back on the activities of the workgroup to a general meeting of members on a regular basis
 - b. draft documents, correspondence and dates of meetings will be posted to Slack to enable other members to comment and participate.
 - c. Statements made on behalf of Time for Change must be published first to the membership and endorsed by a minimum of two other members before release.
- e) Decisions should be taken by consensus rather than majority vote.

4.2 Designated Members

- (a) There will be designated members to monitor the group's email inbox, as well as managing the social media channels. These members will be agreed upon by group consensus.
- (b) Designated members will create and circulate the agenda before meetings, take minutes, and chair the meetings. These members will be agreed upon by group consensus.

(c) There are designated contacts who manage correspondence with political representatives and local press. These contacts are agreed on by the group and may speak for TfC as a group.

(d) When releasing statements or establishing contact with a group or representative, one member may write the content and share it on the Slack workspace to be verified by at least two other members.

(e) Designated Members shall be answerable to the membership, and shall at all times comply with the TfC Code of Conduct.

Qualifications for membership

5. Membership shall be open to any resident of Argyll and Bute, permanent or part-time.
6. To become a member, residents should get in touch with TfC by email or through the social media channels.
 - (a) Members will be added to the Slack workspace and the mailing list.

Membership subscription

7. No membership subscription shall be payable.

Register of members

8. The member in charge of the email inbox shall maintain a register of members, setting out the full name and email address of each member. This list will not be shared publicly and data protection legislation will be followed.

Withdrawal from membership

9. Any person who wishes to withdraw from membership may do so by contacting the Time for Change email address, and they shall be removed from the email mailing list and the Slack workspace.

Expulsion from membership

10. Any person may be expelled from membership by way of a resolution passed by majority vote at a general meeting (meeting of members), providing the following procedures have been observed:-
 - (a) at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion

- (b) the member concerned shall be entitled to be heard on the resolution at the general meeting at which the resolution is proposed.

General meetings (meetings of members)

- 11. The group will hold one Annual General Meeting per year. A minimum of 4 weeks' notice will be given before calling any Annual General Meeting. Any interested individuals can attend.
 - (a) At the AGM a summary of the group's activities will be presented as well as a summary of the group's accounts.
 - (b) The steering committee will be elected at the AGM. Members must be proposed for each position (or can propose themselves) and must be seconded by another member. If there is no competition for the position and provided there are no objections, a vote need not be taken. Existing steering committee members must stand down and may put themselves forward for re-election if they wish.
 - (c) Minutes from the AGM will be made available to all members.

Procedure at meetings

- 12. All members and anyone else who is interested in the group are welcome at any meetings, where all issues will be discussed.
 - (a) Any member can volunteer to act as chair at any meeting, however it is not compulsory to volunteer, nor is it essential to have a different chair at each meeting.
- 13. Notice of these meetings will be given along with the agenda in the week preceding the meeting, and minutes from the meetings will be made available to all members.
- 14. Every member shall have an equal say in all decisions made, but the Chair will have the casting vote in the event of an even split of opinion.
- 15. If a secret ballot is demanded, it shall be taken at the meeting and shall be conducted in such a manner as the chairperson may direct; the result of the ballot shall be declared at the meeting at which the ballot was demanded.

Personal interests

- 16. A member of the group who has a personal interest in any transaction or other arrangement which the association is proposing to enter into, must declare that interest at a meeting; they will be debarred from voting on the question of whether or not the association should enter into that arrangement.
- 17. For the purposes of clause 16, a person shall be deemed to have a personal interest in an arrangement if any partner or other close relative of theirs or any

firm of which they are a partner or any limited company of which they are a substantial shareholder or director, has a personal interest in that arrangement.

18. Provided

(a) they have declared their interest

(b) they have not voted on the question of whether or not the association should enter into the relevant arrangement

a member of the group will not be debarred from entering into an arrangement with the association in which they have a personal interest (or is deemed to have a personal interest under clause 17) and may retain any personal benefit which they gain from their participation in that arrangement.

Accounting records and annual accounts

19. Designated members shall ensure that proper accounting records are maintained in accordance with all applicable statutory requirements.

20. Designated members shall prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions or if they otherwise think fit, they shall ensure that an audit of such accounts is carried out by a qualified auditor. The annual accounts shall be made available to all members.

Dissolution

21. If the members determine that it is necessary or appropriate that the association be dissolved, a meeting of the members shall be convened; not less than 21 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.

22. For the avoidance of doubt, no part of the income or property of the association shall (otherwise than in pursuance of the association's charitable purposes) be paid or transferred (directly or indirectly) to the members, either in the course of the association's existence or on dissolution.

Alterations to the constitution

23. The constitution may be altered by a resolution passed by not less than two-thirds of those present and voting at any meeting, subject to a period of consideration of at least two weeks.

This constitution was adopted on [22/03/2021]

Amended on [05/04/2021]

Name	Position
Rowan Aitchison	Chair
Freya Aitchison	Secretary
Rosie Burrell	Treasurer