

1. Name, description and aims of the organisation

- 1.1. The organisation shall be known as “Transition St Albans”.
- 1.2. Our core purpose is to help and support community action within the St Albans area, in order to respond effectively and positively to climate change and peak oil.
- 1.3. We are not a profit making organisation. We are not aligned with any political party, nor should we appear so.

2. Activities

The activities of Transition St Albans will be:

- 2.1. Providing a framework for an effective response to climate change and peak oil, including the creation of an Energy Action Descent Plan for the St Albans area;
- 2.2. Raising awareness in the St Albans area of the issues of climate change and peak oil;
- 2.3. Connecting with people and other groups also engaged with these issues;
- 2.4. Empowering people in the St Albans area to respond positively to climate change and peak oil;
- 2.5. Raising funding to fulfil our aims;
- 2.6. Holding events and undertaking and continuing activities and projects consistent with our aims;
- 2.7. Setting out principles, policies and to the minimum extent necessary procedures for the conduct of the organisation and all its activities;
- 2.8. Co-operating as appropriate with: nearby transition town initiatives; new and more localised transition town initiatives within the St Albans area, and the wider transition towns network;
- 2.9. Undertaking or participating in such other activities as are necessary to or consistent with the aims of the organisation.

3. Ethos / Principles of How Transition St Albans Operates

- 3.1. We work together because we know that together we are greater than the sum of our parts.
- 3.2. There is no hierarchy and individuals in Transition St Albans take responsibility for their own actions and results.
- 3.3. We trust that those who step forward have good intentions and will make good decisions. We give autonomy and support to those who wish to be part of Transition St Albans.
- 3.4. We are accountable to ourselves and to each other in keeping with aims of Transition St Albans and are transparent in everything we do.

3.5. We don't have an unbending blueprint. We believe in multiple paths, ideas and possibilities. We think questions are as important as answers. It's fine to make mistakes and learn from them.

3.6. We are open to working with everyone. We welcome diversity and see it as a strength not a problem. We avoid categories of "them and us".

3.7. We recognise that we are all teachers and learners. We value both the professional and the practical.

3.8. We acknowledge other initiatives and seek to find ways to collaborate and further the aims of Transition St Albans.

3.9. We give what we can and ask for what we need.

3.10. Individually and as a group we work on the things we enjoy so that we do them well.

3.11. We work with a natural momentum, driven by our passion and positive approach.

4. Members

4.1. A member of Transition St Albans is someone who: lives locally; shares the organisation's aims; wishes to be member; and agrees to abide by: the constitution, its principles, policies and procedures, and any further policies and procedures made in accordance with the constitution.

4.2. Members may speak at any working or General Meeting. Members are encouraged to raise any doubts or concerns that they may have about the operation of the organisation in open meeting.

4.3. The Steering Group may exclude from membership any person that they, at their absolute discretion, consider does not meet, or no longer meets, the criterion for membership set out in paragraph 4.1.

5. Steering Group

5.1. The Steering Group shall initially consist of five nominated members and shall have as a minimum five members and a maximum of ten. The number of members of the Steering Group shall be at its own discretion, such number being consistent with there being adequate representation from active subgroups (or working groups) without it being necessary to have every sub group represented, and having due regard for the practicalities of meeting, discussion and decision making.

5.2. The Steering Group may, at its own discretion, and having regard, as appropriate, to: the best interests of the organisation; the views of the members present at any relevant meeting; the views of the active members of any relevant sub-group (or working group); and to paragraph 5.1 above, fill a casual vacancy, or co-opt additional or replacement members between or at General Meetings.

5.3. Where for any reason there are fewer than 5 Steering Group members, the remaining members of Steering Group shall have full authority, as if there were still five or more members, until such time – which shall be as soon as is reasonably

practical – as replacement members have been found in accordance with paragraph 5.2 or paragraph 5.8.

5.4. The Steering Group shall help form and support sub-groups (working groups) with remits in areas such as, but not limited to: awareness raising, laying the foundations, inclusion and involvement and later food, waste, energy, education, economics, transport, water, local government and “heart and soul”.

5.5. The Steering Group will co-ordinate with the sub-groups (working groups) in the production of the Energy Descent Action Plan.

5.6. A member of the Steering Group must stand down if required to do so by a vote of the other Steering Group members in accordance with this paragraph. Where there are 5 members of the Steering Group, this decision must be by the unanimous vote of the other members. Where there are 6 or more members of the Steering Group, this vote shall be by a two thirds majority of the other members.

5.7. At the organisation’s Annual General Meeting, one third of the Steering Group (or the next whole number above that) shall either stand down or offer themselves for re-election by those present at each Annual General Meeting.

5.8. If after the voting at an Annual General Meeting the Steering Group shall have fewer than 5 members, the remaining members shall have and apply the powers set out in paragraph 5.2 so as to restore the Steering Group to a minimum of 5 members. These powers may be exercised at that Annual General Meeting, or at an Extraordinary General Meeting called within 31 days thereof, or otherwise as the remaining members of the Steering Group see fit.

6. Steering Group Meetings

6.1. The Steering Group shall aim to meet at least once a month.

6.2. The Steering Group may set out principles, policies and to the minimum extent necessary procedures for the conduct of the organisation and all of its activities, including any and all sub-groups (or working groups).

6.3. All decisions at Steering Group meetings shall be made by consensus following the fullest discussion, in which all shall be entitled and allowed to speak freely. By consensus, it is meant that those not in agreement agree not to maintain an objection. If consensus is not possible, the matter shall be referred to a second meeting, to be held not more than 31 days after the date of the first meeting, when if consensus is still not possible, the matter shall be decided by a majority of votes at a quorate meeting.

6.4. Every member has one vote. A quorum is a majority of Steering Group members.

6.5. The Steering Group will arrange such other meetings for the wider group (“working meetings”) as it considers necessary.

6.6. The Steering Group (and others acting on behalf of Transition St Albans) may raise funds on behalf of the Steering Group and the organisation. The Steering Group may apply those funds in order to facilitate and carry out the organisation’s aims and activities (whether directly or indirectly, and whether as expressly identified in this constitution or not), to participate in and support the aims and activities of the

wider transition towns movement; or for any other purpose that the Steering Group reasonably considers to be consistent with the aims of the organisation.

6.7. Funds will be held in a bank account operated by the Steering Group in the name of the group. All payments must be authorised by two Steering Group members: cheques must be signed by two Steering Group members; payments may also be authorised electronically (“internet banking”) notwithstanding that the bank’s system for making an “internet payment” may be operated by only one person.

6.8. The Steering Group shall determine which of its members are authorised to operate the organisation’s bank accounts.

7. General Meetings

7.1. No later than 13 months after any previous Annual General Meeting (AGM) an AGM will be held, with 21 days notice given to all members using the e-mailing list at that time.

7.2. A member of Transition St Albans not already on the Steering Group may stand for election to the Steering Group if: they have been an active member of the organisation for more than three months; they give notice of their intention to stand to the Steering Group more than 7 days prior to the AGM; and if three other active members of the organisation propose and second the candidate at the AGM.

7.3. Where the number of candidates standing for election to the Steering Group might cause there to be too many members of the Steering Group, a fair voting system that has the objective of ranking the candidates will be used, and the highest ranked candidates will be elected.

7.4. Otherwise, each candidate shall be considered separately.

7.5. The Steering Group may call an Extraordinary General Meeting with 21 days notice to all members, given as above.

7.6. If, having raised their concerns in a working meeting, and if they remain dissatisfied with the actions of the Steering Group after a further month, a group of no fewer than ten active members of the organisation may requisition an Extraordinary General Meeting (EGM) for the purpose of considering a motion of “no confidence” in the Steering Group. If such a motion is passed, a new Steering Group will be nominated from amongst those present at that EGM.

7.7. Members who join the organisation after the notice of a General Meeting may not vote at that meeting.

8. Constitution

8.1. The Steering Group may propose changes to the constitution at a General Meeting where notice of the planned change has been included in the notice of the meeting. Changes must be approved by a majority vote of eligible members.

9. Dissolution

9.1. Dissolution can only occur from a unanimous vote of the Steering Group. Upon dissolution and after any debts and liabilities have been satisfied, any funds in

the group's account should be divided between active projects and sub-groups associated with Transition St Albans as the Steering Group sees fit. If there are no such beneficiaries, residual funds should be donated to the nearest Transition Town initiative to St Albans.

9.2. Transferring the undertaking of the organisation to one with a different legal standing but with the same or a similar name and substantially the same aims and activities shall not constitute dissolution.