

## **Greener Cuckfield Constitution**

### **1. Name of the Organisation**

Greener Cuckfield

### **2. Mission**

To be a visible presence within our community, taking steps toward creating a sustainable future and protecting our natural environment.

### **3. Objectives**

- To develop a network of people, businesses and organisations interested in sustainable living and working.
- To create timely and relevant online information resources to enable people to inform themselves and share knowledge about sustainable lifestyle options.
- To provide a forum for Cuckfield-based sustainability groups to unite under one umbrella.
- To develop, manage and support local sustainability campaigns, initiatives, and projects.

To carry out its objectives, Greener Cuckfield may:

- Organise events and outings.
- Work with similar organisations and exchange information and advice with them.
- Raise funds, receive grants and donations.
- Open a bank account in the name of Greener Cuckfield.
- Subscribe to a public liability insurance policy.

### **4. Membership**

Membership in Greener Cuckfield is open to any individual over eighteen years of age without regard to disability, political or religious affiliation, ethnicity, gender, gender identity, sexual orientation, social class, marital status or employment status, who is:

- Interested in helping Greener Cuckfield achieve its objectives.
- Willing to abide by the rules of Greener Cuckfield.

There is no membership fee or time limit. Any individual seeking to become a member need only email or text the Secretary who will add them to the list of current members. Members' personal data is maintained according to the group's GDPR policy.

Members are expected to take an active part in group discussions and events but there is no requirement for them to do so. Anyone who decides to cease being a member has only to notify the Secretary by text or email.

## **5. Committee Meetings**

The management of Greener Cuckfield is undertaken by a committee ("Committee") made up of at least 3 members. The Committee meets a minimum of every three months. Apologies for absence are recorded. Minutes of the meetings are to be sent to the Committee members for comment no less than one week before the next meeting; they will then be agreed at the next meeting. The Secretary will keep an electronic copy of the minutes.

- The quorum for decision making is three members. Committee decisions are made by a majority vote.
- The Committee may invite, at their discretion, non-members to attend meetings where this is of benefit to Greener Cuckfield.
- Any Committee member who has not attended a meeting for three consecutive meetings will be contacted by the Chair and asked if they wish to resign.

## **6. Committee Officers**

The Committee will include members who take on a role with specific duties to support the running of Greener Cuckfield ("Officers"). These roles are Chairperson, Treasurer and Secretary. The specific duties of Officers are listed below.

The duties of the Chair are to:

- Chair meetings.
- Represent Greener Cuckfield at events/meetings.
- Act as the spokesperson of Greener Cuckfield.

The duties of the Vice-Chair are to:

- Share duties with the Chair to lessen the load.
- Chair meetings or represent Greener Cuckfield at events when the Chair cannot.

The duties of the Treasurer are to:

- Supervise Greener Cuckfield's financial affairs.
- Advise on grants and other funding opportunities and support applications for these.
- Keep proper accounts that show all the monies received and paid out by Greener Cuckfield.

The duties of the Secretary are to:

- Maintain a list of current members.
- Prepare in consultation with the Chair the agenda for meetings.
- Take and keep minutes of all meetings.
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An Officer can resign their post at any Committee meeting in which case a new Officer can be nominated and voted upon and the outgoing Officer will ensure a smooth handover.

The Committee may choose to add or detract from the number of Officers at the Annual General Meeting.

See Appendix 1 for a list of past and current Committee members.

## **7. Financial matters**

All monies received by or on behalf of Greener Cuckfield shall be used to further the aims of Greener Cuckfield and for no other purpose.

Greener Cuckfield may open a bank account in the name of Greener Cuckfield. Money received for the purposes of the Greener Cuckfield must be held in the bank account.

## **8. Annual General Meeting**

This will be held once a year in September. Should it not be possible to hold the meeting in September, it must be held within 15 months of the previous AGM. Members will be notified of the date, time, and venue of the AGM at least one month before the meeting and items may be submitted for discussion up until one week before the AGM.

Committee Officers will be decided at this meeting for the following year by a quorum of a minimum of four members. Nominations for these roles must be submitted to the Secretary in writing at least one week before the meeting. Minutes must be kept of the AGM.

The business of the AGM shall include:

- A report from the Chair on Greener Cuckfield's activities over the year.
- A report from the Treasurer on the finances over the year.
- Reports on areas of interest from any member at the invitation of the Chair.
- A review of the constitution.
- Consideration of any other matter as decided.

## **9. Changes to the constitution**

Amendments to the constitution should only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **10. Equal opportunities**

Greener Cuckfield will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status, or age.

## **11. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

**12. Constitution approved:**

Amendments to this constitution were adopted on **17 October 2024** by the following Greener Cuckfield members:

Signed

Print name and address

William Faas, Chair  
3 Stocklands Close  
Cuckfield R17 5HH

Signed

Print name and address

Josephine Notaras, Secretary  
Mytten Cedars  
Broad Street  
Cuckfield RH17 5LJ

## **Appendix 1: Committee officers and members**

### **From 1 September 2022 to 12 September 2023**

**Co-Chairs:** Vicky Koch and Jo Notaras

**Treasurer:** Nicola Brewerton

**Secretary:** Will Faas

**Committee members:** Will Faas, Sheila Harris, Melissa Backwell, Susie Hall, Paulina Hechenleitner and Oli Whaley

### **From 12 September 2023 to 17 October 2024**

**Chair:** Will Faas

**Vice-Chair:** Susie Hall

**Treasurer:** Nicola Brewerton

**Secretary:** Jo Notaras

**Committee members:** Vicky Koch, Caro Townsend, Melissa Backwell, Zoe O'Hare and Oli Whaley

### **From 17 October 2024 to September 2025**

**Chair:** Will Faas

**Vice-Chair:** Susie Hall

**Treasurer:** Nicola Brewerton

**Secretary:** Jo Notaras

**Committee members:** Vicky Koch, Caro Townsend, Zoe O'Hare, Alisa Body