

The Constitution of Transition Belsize, an Unincorporated Not-For-Profit Association

1. NAME

The name of the Association shall be "Transition Belsize".

2. AREA

The area covered by Transition Belsize shall be the Belsize area and surrounding streets in the London Borough of Camden.

3. AIMS

The Aims of Transition Belsize shall be:

- a) To raise awareness about the issues associated with the challenges of peak oil, climate change and the fragility of the financial system, and the consequent need to develop a low carbon, sustainable, collaborative, resilient future through ethical, social, cultural, economic and environmental action in our local community;
- b) To promote, encourage and support the development of education and research concerning areas affected by natural resource depletion; and
- c) To provide the membership, other groups, and individuals with the encouragement and support necessary to make the transition to a low carbon, sustainable, collaborative, resilient, ethical future.

Transition Belsize shall pursue these Aims by:

- a) Supporting and encouraging local and community action on peak oil, climate change and the fragility of the financial system;
- b) Supporting and working with other Transition Initiatives and similar community-led initiatives; and
- c) Engaging with other organisations, including statutory, voluntary, faith-based and business, where appropriate.

4. ACTIONS

In pursuance of the aforementioned Aims, Transition Belsize may undertake the following Actions:

- a) Publish and distribute information and comment;
- b) Undertake, support or promote, education and research;
- c) Raise funds;
- d) Run events;
- e) Recruit volunteers;
- f) Employ staff;
- g) Buy or lease premises and equipment;
- h) Enter into contracts;
- i) Undertake any trade, business, enterprise, project or venture which could contribute to the delivery of the aims and objectives; and
- j) Participate in any other legal activity that could help deliver the stated aims and objectives.

5. MEMBERSHIP

- a) All Transition Belsize members shall be individuals admitted without reference to wealth, politics, religion, sex, disability, age or sexual preference, and who are in agreement with the stated aims.
- b) All Transition Belsize members shall support and uphold the provisions of the Universal Declaration of Human Rights adopted and proclaimed by United Nations General Assembly resolution 217 A (III) of 10 December 1948.
- c) Membership shall be free but shall be confirmed by the inclusion of a member's contact details on the Transition Belsize Register of Members.
- d) A member shall cease to be a member if they:
 - i) Ask for their details to be removed from the Register of Members; or
 - ii) Is requested to resign by the members of the Steering Group voting unanimously to this effect; or
 - iii) Dies.
- e) Any members expelled shall be entitled to appeal against the expulsion at the A Great Meeting (AGM), an open meeting of the Coordinating Group.

6. EQUAL OPPORTUNITIES

Transition Belsize is committed to:

- a) Promoting equality of opportunity for all persons;
- b) Promoting a good and harmonious environment in which all persons are treated with respect;
- c) Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation;
- d) Complying with our own equal opportunities policy and associated policies;
- e) Regarding all breaches of equal opportunities policy as misconduct which could lead to suspension of membership

7. NOT FOR PROFIT

Transition Belsize shall not trade for profit. Any surplus funds shall:

- a) Be deposited in a general reserve for the continuation and development of Transition Belsize; or
- b) Subject to a formal resolution of the Transition Belsize general meeting, be paid, in part or in full, as payment to any member in return for services rendered, for reasonable wages, bonuses and repayments of expenses, interest on money borrowed, or reasonable rent on premises let to Transition Belsize; or
- c) Be donated, in part or in full, to another organisation or community group in pursuance of the aims of Transition Belsize.

8. STEERING GROUP

- a) The Steering Group of Transition Belsize shall consist of no fewer than four members of Transition Belsize. Steering Group members must have:
 - i) Completed the two day Transition Training course organised periodically by the Transition Network;
 - ii) Been a member of Transition Belsize for at least a year; and
 - iii) Been a member of the Coordinating Group.

- b) The aims of the Steering Group shall be:
 - i) To consider the strategic direction of Transition Belsize and to try to remove obstacles to its growth and development;
 - ii) To review the finances of Transition Belsize periodically to make sure there are no financial impediments to future success;
 - iii) To safeguard the Transition Belsize public image;
 - iv) To negotiate with the wider community, including Camden's other Transition Initiatives, Camden Council and Camden's other green groups;
 - v) To work with the Transition Network to further the aims and ideals of the Transition movement as a whole;
 - vi) To work closely with the Coordinating Group; and
 - vii) To set and manage expectations for Transition Belsize as a whole.
- c) The Steering Group shall meet at least twelve times a year.
- d) A Steering Group member shall cease to be a member of the Steering Group if they:
 - i) Resign;
 - ii) Are requested to resign by the other members of the Steering Group voting unanimously to this effect; or
 - iii) Die.
- e) If the Steering group ceases to function the responsibilities move to the Coordinating Group

9. FUNCTIONAL ROLES

- a) Members of Transition Belsize shall hold the following functional roles:
 - i) Events and Workshops Manager, whose responsibility it shall be on behalf of Transition Belsize to ensure that Eco Film Night is organised efficiently, that there is a regular programme of skills workshops and that planning is underway for forthcoming major events;
 - ii) Groups & Projects Coordinator, whose responsibility it shall be on behalf of Transition Belsize to provide support to Groups and Projects if requested;
 - iii) Newsletter Editor, whose responsibility it shall be on behalf of Transition Belsize to send out a regular newsletter, no less than once a month, to all the members of Transition Belsize;
 - iv) Treasurer, whose responsibility it shall be on behalf of Transition Belsize to receive funds, make payments, monitor bank accounts to make sure they do not go overdrawn and to draw up annual accounts; and
 - v) Website & Social Media Manager, whose responsibility it shall be on behalf of Transition Belsize to maintain the Transition Belsize website and other social media where Transition Belsize is represented, and to work with the Coordinating Group to create content for the website and other social media;
- b) The Functional Roles shall be members of either the Coordinating Group or the Steering Group or both.
- c) Functional Roles may be added, deleted or merged based on the agreement of the Coordinating Group voting unanimously to this effect.
- d) A new Functional Role shall be appointed by the Coordinating Group voting unanimously to this effect if an existing Functional Role:
 - i) Resigns;
 - ii) Is requested to resign by the other members of the Coordinating Group voting unanimously to this effect; or
 - iii) Dies.

10. GROUPS AND PROJECTS

- a) A Group of Transition Belsize shall deem to exist when four or more members of Transition Belsize agree to work together on a Project or specific theme.
- b) A Group should have more than one coordinator, and preferably more than two, so that the workload and decision making processes are shared and collaborative within the Group.
- c) A Group or Project should face inwards to create trust and friendships, outwards to bring in new members and keep growing.
- d) A Group should have regular meetings that are open to wider participation; an - online presence, which reflects the aims, events, and energy of the group, and which is kept up to date and maintained and monitored regularly; and a clear public link between its work and the central core of Transition Belsize.
- e) A Group should have aims and objectives about where it is going, how it would like to get there and how it fits into the wider context of Transition.
- f) A Group should create a vision for its part in the jigsaw puzzle that is Belsize 2030, including tangible ways to work and move towards a post-oil future.
- g) A Group should weave in Transition thinking so that it is at the heart of every event and activity (eg climate change mitigation, preparing for peak oil, building community, creating resilience etc) whilst at the same time being aware that events, skill sharing and projects which are fun, useful and social are likely to be best way to attract newcomers.
- h) The Group coordinators should consider carefully:
 - i) The wellbeing of the group and group members as this is an integral part of the journey; and
 - ii) How wellbeing needs to thread through all of the transitioning process as a primary aim and all activities of Groups and Projects.

11. COORDINATING GROUP

- a) The Coordinating Group of Transition Belsize shall consist of the following persons:
 - i) The members of the Steering Group;
 - ii) Representatives of all the thematic Groups or ongoing Projects of Transition Belsize; and
 - iii) Any other individuals that the Coordinating Group may feel appropriate to invite on an occasional or one-off basis.
- b) The aims of the Coordinating Group shall be:
 - i) To share information about the activities of Transition Belsize Groups and Projects;
 - ii) To support the Groups and Projects where needed;
 - iii) To provide content for external and internal communications, including the Transition Belsize website and newsletter;
 - iv) To be responsible for the content and efficient running of key monthly Transition Belsize events such as Eco Film Night; and
 - v) To be jointly responsible for organising major Transition Belsize events such as the Belsize Green Fair.
- c) The Note Taker's record of the meeting shall be circulated electronically to Coordinating Group meetings for comment within five days of the meeting and, after any changes have been agreed, shall be posted on the Transition Belsize website within ten days of the meeting.
- d) The Coordinating Group shall meet at least ten times a year.

- e) The Coordinating Group shall hold one meeting a year, the Annual Great Meeting (AGM), which shall be open to all members of Transition Belsize,
- f) The AGM must consider the annual reports of the Functional Roles and any appeals against expulsion by Transition Belsize members.
- g) Any Coordinating Group member shall be able to join the Steering Group provided:
 - i) They have completed the two day Transition Training course organised periodically by the Transition Network;
 - ii) They have been a member of Transition Belsize for a year
 - iii) They are a member of the Coordinating Group;
 - iv) They have attended two Steering Group meetings as an observer; and
 - v) After a full and frank discussion, they and the members of the Steering Group unanimously feel that the time is right for them to join the Steering Group.

12. RECORDS

- a) Transition Belsize shall keep a register of members.
- b) Transition Belsize shall keep minutes in which the dates, times and places of meetings of the Coordinating Group, as well as AGMs, along with decisions reached during those meetings and members present at those meetings, are noted for all members to refer to.

13. ACCOUNTS

- a) The Treasurer of Transition Belsize shall keep the Accounts, a record of the sum and nature of expenditure and receipts of monies, all sales and purchases of goods, and all its assets and liabilities.
- b) The Accounts shall always be open to the inspection of any Steering Group and Coordinating members at reasonable hours.

14. INDEMNITY

Every Member of Transition Belsize shall be indemnified out of the assets of Transition Belsize against all losses or liabilities incurred by him/her in or about the execution and discharge of the duties of his/her office, except to the extent that such losses or liabilities shall be attributed to either:

- a) Fraud or other matters in respect of which such person concerned shall be convicted of a criminal offence; or
- b) Negligence; or
- c) Actions knowingly beyond the scope of a specific authority or limit thereon on the part of such person.

15. SECONDARY RULES, BYLAWS AND STANDING ORDERS

Rules, bylaws and standing orders can be made by Transition Belsize in Steering Group Meetings and/or by those officers that have been delegated authority by general meeting so long as any rules, bylaws and standing orders do not conflict with this Constitution or the will of the AGM.

16. CHANGING RULES

Any rule in this constitution can be dropped or changed or a new rule made at a Steering Group Meeting where all members have been given seven clear days prior notice of the change proposed and the date, time and location of the meeting.

17. DISSOLUTION

In the event of winding up or dissolution of Transition Belsize, after the satisfaction of all its debts and liabilities, the assets remaining shall be given or transferred to some other not for profit organisation chosen by the members and having aims similar to those of Transition Belsize.