



# TRANSITION TOWN KINGSTON

## CONSTITUTION

**1. THE NAME OF THIS UNINCORPORATED ASSOCIATION** is Transition Town Kingston (TTK)

**2. ITS AIMS AND PURPOSES** are

- 2.1 To mobilise and facilitate effective and positive community action in the borough of Kingston, in response to the climate crisis, over-dependence on fossil fuels, and other profound environmental and social challenges.
- 2.2 To create a closer-knit, more self-sufficient and thus resilient community.
- 2.3 To increase local wellbeing.
- 2.4 To help create the transition to a sustainable world that uses less energy and fewer resources.

**3. TTK'S GUIDING PRINCIPLES**

- 3.1 We are guided by the Permaculture ethics of: Earthcare: enabling all life systems to continue and flourish; Peoplecare: enabling access to the resources people need for a good quality of life; Fairshare: voluntary limits to population and consumption, to share resources for Earthcare and Peoplecare.
- 3.2 We work together because we know that together we are greater than the sum of our parts. We work in a collaborative way to get better results for less effort.
- 3.3 We don't need permission to act. 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 TTK. There is no hierarchy. Leadership for TTK is shared by everyone.
- 3.4 In representing TTK, individuals agree to abide by and uphold the TTK principles and Constitution and to take responsibility for their own decisions, actions and results.
- 3.5 We are open to working with everyone. We welcome diversity and see it as a strength. We avoid categories of "them" and "us".
- 3.6 We respect other initiatives and seek to find ways to collaborate and further the aims of TTK.
- 3.7 Individually and as a group we identify what needs to be done and people volunteer for tasks when they already have the skills or want to develop the skills. We help and support each other's learning.
- 3.8 We don't have a 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.
- 3.9 We work with a natural momentum, driven by our passion and positive approach.

**4. THE ACTIVITIES BY WHICH TTK WILL CARRY OUT ITS AIMS AND PURPOSES** are

- 4.1 Raising awareness in the borough of Kingston of climate change, over-dependence on fossil fuels, and other profound environmental and social challenges.
- 4.2 Engaging and building networks with people and groups already active on these issues.
- 4.3 Providing a framework for effective local responses to climate change, peak oil and other profound environmental and social challenges, and for the transition to sustainability.
- 4.4 Creating and supporting visible practical projects that will help to curb climate change, reduce our net greenhouse gas emissions and dependence on fossil fuels, and empower local residents to participate in the transition to a sustainable way of life.

## **5. MEMBERSHIP**

- 5.1 Anyone interested in helping TTK to achieve its aims and willing to abide by TTK's guiding principles and Constitution shall be considered a member.
- 5.2 There will be no discrimination in membership or practices on grounds of age, sex or sexuality, race, religion or belief, disability, or political affiliation.
- 5.3 Every member is entitled to one vote at Annual General Meetings.
- 5.4 Members should treat each other with respect and communicate respectfully with all others when representing TTK.
- 5.5 Members should work democratically to change any elements of TTK principles and Constitution they do not accept.
- 5.6 The Core Group may deny membership or refuse to admit to meetings anyone whose conduct is, in the opinion of the team, inconsistent with the TTK principles and Constitution, or who is bringing TTK into disrepute.

## **6. THE CORE GROUP**

- 6.1 The general business of TTK should be administered by a Core Group, whose main functions will be: maintaining and promoting the TTK aims and purposes, identity, strategy and connections with the wider Transition movement; enabling, planning, supporting and co-ordinating TTK events, activities and projects; communicating with membership and the local community; ensuring that TTK funds are spent solely on TTK activities. Decisions about raising, spending and allocating TTK funds should be taken by the Core Group as a whole.
- 6.2 The Core Group will be responsible for properly holding funds and receiving donations where appropriate to finance the work of TTK, for administering a TTK bank account, and for ensuring that TTK's general activities are adequately insured.
- 6.3 The core group should number no fewer than four, include a representative from every active project group, and appoint a chair (or co-chairs), a treasurer, a secretary/note-taker, and other officers as and when considered necessary. The Core Group may co-opt members to ensure balance, representation from every project group, and sufficient officers to carry out its duties. At least two appointed officers should be present at Core Group meetings for them to be quorate, and they should take and circulate Notes of the meeting to the whole Core Group.
- 6.4 The Core Group should aim to hold monthly meetings, and team members should aim to attend at least half these meetings. The Chair should ensure that all the Core Group receive advance notice of meetings and agendas and post-meeting notes or minutes, which should also be made available to any interested party.
- 6.5 The Core Group is responsible for ensuring the free flow of information, advice and knowledge around the TTK network, local and beyond, and for working co-operatively with similar local groups.
- 6.6 Important decisions, including Core Group composition, should be taken by consensus whenever possible and lesser decisions by consent. In the event of inability to agree, the matter should be decided by a majority of votes of those present.
- 6.7 No member of the Core Group shall benefit financially from the work of TTK other than as any ordinary member of the organisation might benefit, allowance being made for reasonable out-of-pocket expenses.
- 6.8 Members of the Core Group should take all due care to deal with money and relate to members and participants with integrity, openness and transparency, and to protect and enhance the public reputation of TTK.

## **7. FINANCE**

- 7.1 The funds of TTK may only be used to achieve its aims and purposes.
- 7.2 Members of the Core Group may not receive payment for their services to TTK.
- 7.3 In the event of TTK having to wind up, after payment of liabilities all remaining funds shall go to one or more local community groups with similar aims and purposes.

7.4 TTK funds and income shall be paid into an account operated by the Core Group and overseen by the Treasurer. There shall be two signatures from Core Group members on any of the organisation's cheques.

7.5 TTK shall keep accounts and documentation of its financial transactions. The accounts shall be examined by a competent person outside the Core Group before the AGM.

## **8. PROJECT GROUPS**

8.1 TTK project groups will form as needed to deliver the aims and purposes of TTK, as outlined above, in positive and visible ways. Projects should be in line with TTK guiding principles and Constitution.

8.2 While a group exists it should aim to have a representative in the Core Group to have a say in and assist with the overall direction and co-ordination of TTK activities, to share project updates with the team, and ensure the free flow of information and knowledge around the TTK network.

8.3 Project groups will make their own decisions and run their own meetings and activities, and are also encouraged to participate in general TTK events and activities.

8.4 Project groups should take all due care to deal with money and relate to members and participants with integrity, openness and transparency, and to protect and enhance the public reputation of TTK.

8.5 Project groups will be responsible for raising their own money and acquiring resources, and for using these wisely. Projects for which funding is sought under the umbrella of TTK or which are to be held in the TTK bank account should be agreed with the Core Group.

8.6 TTK projects will be entitled to support from TTK, including: use of the TTK logo on posters, flyers or other materials; use of equipment owned collectively by TTK, such as display materials; means of communication with the TTK member base via the email newsletter, Facebook, TTK open meetings and AGM; the means to publicise projects to the public via the TTK website and TTK events; support with grants and fund-holding through the use of the TTK name on funding applications and, where necessary, the use of the main TTK bank account to hold their funds; cover in TTK general insurance policy.

8.7 Projects that raise funding will hold the budget for the project, be responsible for monitoring processes and outcomes and for reporting accounts to their members and at TTK AGMs. Project groups with their own income and expenditure should adhere to good practice in the administration of their funds and bank accounts (as outlined above in #7).

8.8 Project groups should ensure that their potential risks and liabilities are covered by any extant TTK insurance policy. If they are likely to incur risks and liabilities not covered, the project group should either take out their own insurance policy or take the necessary steps to extend TTK's insurance cover and contribute towards the additional cost of this.

8.9 Project groups should take direct responsibility for keeping their public profile, on the TTK website and elsewhere, up-to-date with news, events and achievements in order to maintain interest in TTK activities.

8.10 Project groups may dissolve when the need is gone, the project is completed or handed over to another community group, or for other reasons. They should notify the Core Group when this occurs, and take steps to facilitate handing over the project, its funds and any knowledge or experience gained to TTK in the first instance - and/or to organise its winding up.

## **9. ANNUAL GENERAL MEETINGS**

9.1 The Core Group will organise an Annual General Meeting, of which 14 days' notice shall be given to members, telling them what is on the agenda.

9.2 At the Annual General Meeting the Core Group will present or facilitate an annual report or reports on the activities of TTK and its project groups, and its accounts. There should be an opportunity for members to raise Any Other Business, for consideration by the Core Group.

9.3 At the AGM the Core Group will stand down, and the next year's team be elected or re-elected. Nominations or volunteers for the Core Group should be in the hands of the Core Group before the Annual General Meeting begins. Individuals standing for the Core Group should be

prepared to take on specific management or co-ordination roles and/or represent a TTK project group or affiliated organisation.

9.4 AGM decisions should be made by consensus whenever possible. In the event of inability to agree, the matter should be decided by a majority of votes of those present.

9.5 The Constitution of TTK may be altered when 2 thirds of the members present and voting at a general meeting pass a resolution, which should be submitted 21 days before the AGM, and will be sent out with the invitation to attend the AGM.

9.6 Minutes of the Annual General Meeting should be kept and made available to any interested party.

## **10. SPECIAL GENERAL MEETINGS**

10.1 A Special General Meeting may be called when a significant number of people as judged by the Core Group believe there should be such a meeting.

10.2 If the Core Group decides that TTK should be dissolved it should call a Special General Meeting of all the members, giving 21 days' notice. If the proposal to dissolve is confirmed by two-thirds of those present and voting, the Core Group shall pass any assets held by the organisation to a local like-minded body (see 7.3).

## **11. AFFILIATIONS**

11.1 The Core Group may affiliate TTK to other local and national organisations that share the aims and purposes of TTK or are relevant to its aims and activities and are in line with TTK guiding principles and Constitution.

11.2 Project groups may affiliate to other local and national organisations relevant to their aims and activities, subject to the agreement of the Core Group.

11.3 Other local groups with similar aims and purposes, and which accept TTK guiding principles, may become Friends of TTK, to our mutual benefit.

## **ADOPTION OF THE CONSTITUTION**

This Constitution was adopted unanimously by the members present at the AGM held on 24 April 2012 and signed by Elise Barron (Acting Chair).

Minor amendments to #6.3 and #8.2 were accepted unanimously at the AGM held on 12 May 2013

Minor amendments to clarify or update items 6.1, 6.3, 8.6, 8.10 and 11.3 were accepted unanimously at the AGM held on 17 April 2015

Updates and amendments were suggested and accepted by the TTK 2022 Core Group, and confirmed unanimously at the June 2022 AGM.

Updates to items #6.1, # 6.2, and #6.3, to clarify the responsibilities of the core group and to enable the core group and TTK projects to expand and decisions to be made by quorate meetings, discussed and confirmed at core group meetings in October and November 2023, and were confirmed at the April 2024 AGM.