

Fife Communities Climate Action Network (Fife Communities CAN)

Constitution (adopted June 2016)

1 Name

The name of the Organisation is the Fife Communities Climate Action Network, hereinafter referred to as the 'Fife Communities CAN'. This is a network of constituted community groups and associated organisations.

2 Aim

Our aim is to empower and enable communities to create a low carbon future, and promote local resilience and well-being. We will seek to do this by:

- a) Providing a network for mutual support
- b) Promoting a shared vision and voice
- c) Creating opportunities for partnership working and work to tackle the barriers and challenges that community groups taking action on climate change face
- d) Raising awareness and promoting practical community-led action to make Fife communities more sustainable
- e) Acting as a representative structure for its members in working with other organisations such as Fife Community Planning Partnership etc.
- f) Sharing learning across its network and helping to educate groups and individuals on climate change

3 Membership

Eligibility:

- Membership to Fife Communities CAN is open to all community groups that are taking action on climate change in Fife.
- • Constituted community group members will be Full Members with voting rights.
- • Unconstituted community group members will be Associate Members with no voting rights
- Partner organisations that support community action on climate change can become Associate Members with no voting rights.
- • All members will receive a copy of this Constitution

4 Steering Group

The Fife Communities CAN will be governed by a Steering Group drawn from the membership, consisting of no less than four or more than 12 representatives, with the purpose being:

- to take decisions on the strategic work programme of Fife Communities CAN and present this to the Fife Communities CAN members;
- to promote the work of Fife Communities CAN;
- to agree on the appointment of a Secretariat which will hold and administer funds on behalf of Fife Communities CAN and provide administrative support services;
- to provide direction and support to the Secretariat;
- to liaise with the Secretariat and to oversee the budget, funding and propose tenders for any commissioned work on behalf of Fife Communities CAN;
- to agree Fife Communities CAN representatives:
 - to lead on specific work programmes
 - on external working groups/steering groups etc.
 - at external meetings
 - to attend conferences on behalf of Fife Communities CAN; · any other relevant business.

The Steering Group will meet at least quarterly and will elect a Chair, Vice-Chair and Membership Secretary and such other honorary officers as it deems necessary from among members of the group.

There will be a maximum of 12 members on the Steering Group with up to 9 elected from representatives of Full Members and up to 6 places being open to representatives of Associate Members who may be co-opted onto the Steering Group by the elected members. Only elected members of the Steering Group will have voting rights. No full member organisation may have more than two representatives elected to the steering group at one time. The quorum for Steering Group meetings will be three voting members.

4.1 Election onto the Steering Group

Candidates representing organisations that are Full Members shall be elected by paper ballot at the Annual General Meeting and shall be members of the Steering Group for a period of two years. Following that period they can be nominated or self-nominate again but no honorary officer may hold that post for more than four consecutive years.

All nominations (including self-nomination) of candidates for election shall: have the consent of the nominee; be in writing; and be received by the present Chair not less than 7 days before the Annual General Meeting.

Each Full Member organisation represented at the AGM will have one vote. The Steering Group may co-opt members at any time between General Meetings.

4.2 Executive Group

The Chair, Vice Chair and membership officer may act as an executive of the Steering Group to enable decisions to be made or deal with matters arising between Steering Group meetings.

4.3 Steering Group Roles and Responsibilities

The Steering Group is required to act in the best interests of Fife Communities CAN and not represent their own individual community group(s).

Once appointed to the Steering Group, all members will carry out specific roles and responsibilities as required. These may include amongst others:

- overseeing the strategic work programme, including discussion of the annual work programme;
- ensuring that Fife Communities CAN work programme is adequately resourced and that budgets remain within agreed limits;
- taking part in annual planning events;
- representing Fife Communities CAN at events/meetings/conferences/working groups etc.;
- giving presentations;

Chair: The role of the Chair will be to

- chair effective Steering Group meetings and the Annual General Meeting, ensuring thorough discussion and clear decision making;

- oversee the strategic work programme;
- be the main contact with the Secretariat and Fife Council
- ensure that information and advice are made available to Steering Group members;
- resolve conflict within or on behalf of the Steering Group
- represent the Organisation at external meetings or events (but not exclusively so – open to all Steering Group members)
- be the main liaison with the secretariat.

Vice Chair: The primary role of the Vice Chair is to stand in for the Chair at Convening Group meetings and other meetings. The Vice Chair can also represent Fife Communities CAN at external meetings and may also take on some of the duties mentioned above.

Membership Officer: The main role of the membership officer is to develop, plan and deliver a range of activities which engage members, community groups and partner organisations in line with the aim of Fife Communities CAN.

Working Groups: The Steering Group may establish working groups on specific topics as required. A member of the Steering Group will be appointed to act as Lead Officer for each working group and be responsible for overseeing the work of the group. Representatives of Fife Communities CAN members can be co-opted onto working groups. The proceedings of all such working groups will be reported to the Steering Group by the Lead Officer in writing.

Election of Chair, Vice Chair and Membership Officer and Appointments to other Roles The Steering Group will elect a Chair, Vice Chair and membership officer from its membership. The Chair, Vice Chair and Membership officer will be from community group members (Full members). Each member of the Steering Group is allowed to make one nomination for Chair, Vice Chair and Membership Officer. The tenure for these posts will be two years.

5 General Meetings

An Annual General Meeting will take place each year to help plan the main tasks and future activities of the network and to elect members of the Steering Group. Each Full Member organisation will have one vote in any elections to the Steering Group and in any vote on changes to the Constitution. A quorum for General Meetings will be 10 Full Members or 40% of the full membership, whichever is less.

6 Role of Secretariat

The Secretariat will carry out administrative tasks, including holding and administering funds on behalf of Fife Communities CAN, as agreed by the Steering Group and should expect to be supported and advised by the Steering Group. Budget updates should be provided at each Steering Group meeting, or as agreed.

The Secretariat should attend each Steering Group meeting unless agreed otherwise.

7 Amendments to the Constitution

The Constitution will be reviewed every year. Amendments can only be incorporated by a proposal passed by a majority of members present.

8 Operating Principles

Fife Communities CAN respects the values and principles of co-operation and co-operative activity, in particular the values of self-help, self-responsibility, democracy, equality and solidarity and the ethical values of honesty, openness, social responsibility and caring for others and will seek to avoid any form of discrimination. Fife Communities CAN will avoid affiliation with any political party or faith group and will seek to work across political and other divides.

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9 Declaration

It is hereby certified that this document represents the true and most up to date version of the Fife Communities Climate Action Network (Fife Communities CAN) Constitution.

Founding Steering Group members for the constituted organisation

Name of Person	Representing	Date
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