

Constitution for Transition Wilmslow

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Our Movement

Transition Wilmslow

Our Movement

Our Constitution The name of the Unincorporated Association defined by this document is Transition Wilmslow, which is abbreviated in this document to TW.

This document is the Constitution of Transition Wilmslow.

This Constitution can only be altered by a Resolution passed at an Annual General Meeting or Special General Meeting.

Notices of Annual General Meetings or Special General Meetings shall include details of any alterations proposed to this Constitution.

Our Identity Our identity includes the Names "Transition Wilmslow" and "TW". The identity of Transition Wilmslow (TW) is owned by TW and shall not be misrepresented by any individual or any other organisation.

The Steering Group may withhold use of the Name where the Steering Group considers that the Aims, Objectives and Interests of TW will not be upheld.

When a Logo for TW has been adopted by the Steering Group, it shall form part of the TW identity according to these terms.

Our Location The area covered by TW shall be Wilmslow and the environs of Wilmslow. Any reference to Wilmslow in this document shall be deemed to include Wilmslow and the environs of Wilmslow.

Our Aims / The Aims of TW shall be:

- To raise awareness within Wilmslow of the challenges of Peak Oil, Resource Depletion and Climate Change and the consequent need for change;
- To work with others in Wilmslow to develop a low carbon, sustainable and resilient future;
- To support people and organizations in their efforts to prepare for this future.

Our Objectives / The Objectives for which TW is established are to:

- Create and to help implement an Energy Descent Action Plan for Wilmslow – a 20 year plan to systematically reduce fossil fuel dependency;
- Create and support Specialist Groups aligned with the Energy Descent Action Plan that have Aims, Objectives and Interests which are consistent with those of TW.

Our Interests / The Interests of TW shall:

- Be consistent with the Aims and Objectives of TW;
- Seek to influence the culture of any organisation or individual towards the Aims and Objectives of TW;
- Be determined by the outcome of a venture or project rather than its originator or source.
- Be non Party political. This means that TW cannot endorse nor work with any Political Party during an election period, this does not preclude collaborating with Political Parties on specific campaigns where there are clear shared goals.
- Respect Equality and Diversity by treating people equally.
- Not be determined by preferential recommendations for any one commercial organisation or commercial project where reasonable alternatives may exist.

Our Membership By definition, the Transition Wilmslow movement involves everyone in Wilmslow and the surrounding area as we inevitably move from an oil dependant way of life by employing adaptability, creativity and ingenuity to a sustainable and resilient future.

'Membership' will simply define those eligible for the Steering Group. There are no fees.

Our Vision of a Low Carbon, Sustainable and Resilient Future

Our Vision

A Low Carbon, Sustainable and Resilient Future for Wilmslow

We see this future addressing the challenges of Peak Oil, Resource Depletion and Climate Change with an Energy Descent Action Plan. Co-ordinating these will require a collected, multi-disciplinary approach with the following anticipated outcomes. TW participants are likely to develop their own specialist interests and their own emphasis on any of these themes:

- **Energy and Carbon Emissions** - Moving towards zero carbon emissions by transforming work, social, domestic and leisure activities. This may include a detailed audit for Wilmslow and its environs to understand the immediate challenges and vulnerabilities to Peak Fossil Energy.
- **Waste** - Moving towards zero waste by reducing the use of resources, increasing re-use and recycling of materials, reducing pollution and landfill.
- **Transport** - Reorganising our transport systems towards zero carbon emissions by changing transport methods, needs and habits.
- **Materials** - Sourcing sustainable materials and making conscious choices to reduce environmental impacts.
- **Food** - Encouraging local and sustainable food, including reducing food waste and choosing sources with the lowest environmental impacts.
- **Water** - Moving towards a sustainable water supply by reducing water use, and encouraging substitution and re-use of water.
- **Natural Habitats** - Encouraging natural habitats and wildlife through the conservation and restoration of biodiversity and minimising local environmental impacts.
- **Identity and Heritage** - Maintaining our local identity through enhancing local culture and by conserving valuable local heritage.
- **Equity and Fair Trade** - Encouraging Equity and Fair Trade through making conscious choices that improve global equity and reduce exploitation.
- **Health & Happiness** - Maintaining Health and Happiness by seeking to improve the quality of life that can be achieved within Wilmslow.
- **Social Organisation and Democracy** - Incorporating Social Organisation, Local Government and Demographics into Our Vision. This will include local democracy and the need to anticipate social pressures, maintain social order and anticipate change.
- **Education and Reskilling** - Education and Re-skilling for Energy Descent. This involves understanding the skills base in Wilmslow and anticipating the future skills needs of a community in Energy Descent.
- **Business and Industry** - Understanding how Business and Industry in the Wilmslow area will be affected by Peak Fossil Energy, anticipating changes and developing a thriving local economy.
- **Local Ethical Finance Local Finance** - This includes understanding how global finance will need to adapt or be succeeded by local financial models to support a community in Energy Descent, such as local currency and local exchange.

The Powers of Transition Wilmslow

Powers

Formative Phase

During the Formative Phase prior to adoption of this Constitution by TW at an Annual General Meeting:

- The name Transition Wilmslow (TW) is adopted;
- An Interim Steering Group is formed from volunteers and shall operate according to the principles set out in this Constitution;
- The Annual General Meeting shall operate in accordance with this Constitution;
- The Aims, Objectives, Interests and Powers of TW shall operate in accordance with this Constitution.
- The Charitable Incorporated Organisation (Foundation) form of Constitution will be considered for adoption by the Steering Group as an alternative to this Unincorporated Association Constitution when it becomes available.

Our Powers

We have to define the Powers that TW is allowed by this Constitution to undertake so that these Powers are consistent with the Aims, Objectives and Interests in this Constitution. The Powers that the Steering Group and people reasonably acting on behalf of TW may carry out are:

- Publishing and distributing information for the benefit of TW;
- Forming, supporting and funding Specialist Groups within TW;
- Separating Specialist Groups from TW;
- Liaison and communication with individuals and organisations, including the media;
- Engaging in, supporting and promoting education and research relevant to the Aims, Objectives and Interests of TW;
- Raising, spending, supervising and recovering TW Funds;
- Organising events and activities within the Aims, Objectives and Interests of TW;
- Hiring or arranging hire of venues for events and activities;
- Obtaining insurance for the interests of TW and TW participants undertaking duties on behalf of TW;
- Registering with appropriate authorities as required by Statute and Regulations;
- Participating in joint activities with other groups where these are consistent with the Aims, Objectives and Interests of TW;
- Joining umbrella groups and organisations for social and publicity purposes where these are consistent with the Aims, Objectives and Interests of TW;
- Participating in other activities consistent with the Aims and Objectives in this Constitution that are appropriate for an Unincorporated Association.

Dissolution

Dissolution of TW can only occur as a result of a Resolution at an Annual General Meeting or Special General Meeting. The proposed Date of Dissolution in the Resolution shall be arranged to give all Steering Group members 30 days notice of that date. Before the Date of Dissolution, the Steering Group shall be responsible for ensuring that all monies and liabilities owed by TW have been resolved. Any remaining TW Funds shall be divided between active projects and theme groups associated with TW or the Transition Network, as determined by the Resolution.

Our Organisation

The Steering Group

Purpose of Steering Group - The Steering Group is a focal point with ultimate responsibility for the affairs of TW, ensuring it is solvent, well-run, and delivering the Aims and Objectives of TW in accordance with the Interests and Powers of TW. The Steering Group shall be open and accountable to General Meetings about its Duties and Interests. The Steering Group shall encourage involvement in its activities.

Size of Steering Group - The minimum size of the Steering Group shall be four people. The maximum number of people in the Steering Group shall be 15 people.

Eligibility for the Steering Group - The Steering Group shall consist of any member of the Transition Wilmslow group email list (TW list) currently at transitionwilmslow@gmail.com who

- Is not disqualified from acting as a Member of the Steering Group by Section 72 of the Charities Act 1993 (or any other Statute or Regulations);
- Is not formally incapable of managing and administering his or her affairs.

Any person connected to Wilmslow who has indicated they would like to join the Steering Group, and that the Steering Group (or a nominated representative thereof) has agreed to invite the person to join. Admission to the TW list is by invitation only. Contact via www.transitionWilmslow.org.uk

Elected Officers - Elections to appoint any Officers on the Steering Group shall be carried out at each Annual General Meeting, or at a Special General Meeting following a vacancy.

Disqualification - The Steering Group has the right and responsibility to suspend or expel a member who has brought the name of TW into disrepute, or been deemed to work against the aims of the group. Such a decision can only be made at a quorate meeting of the group, after at least one months notice has been given to all members.

Treasurer - One officer shall be appointed by the Steering Group and maintained to carry out the duties of Treasurer. The Treasurer shall be responsible for presenting the accounts of the group at least once a year to a General Meeting, and also to any other meeting if requested to do so by a General Meeting, at one month's notice.

Banking and cheques - The Steering Group shall open a bank or building society account in the name "Transition Wilmslow." At least two of the steering group shall be signatories to the account, and at least two signatures shall be required on any cheque drawn on this account.

Formative Phase - During the Formative Phase prior to adoption of this Constitution by TW at an Annual General Meeting:

- The name Transition Wilmslow (TW) is adopted;
- An Interim Steering Group is formed from volunteers and shall operate according to the principles set out in this Constitution;
- The Annual General Meeting shall operate in accordance with this Constitution;
- The Aims, Objectives, Interests and Powers of TW shall operate in accordance with this Constitution.
- The Steering Group shall have at least four meetings a year; to be known as General Meetings.
- A General Meeting shall be the forum at which the major policies of TW shall be agreed.
- A record of all decisions taken at meetings shall be kept.
- No record of any decision taken at Open Space style meetings will be kept unless all members of the Steering Group present at that meeting have been party to that decision.
- A General Meeting shall have a quorum to be determined by the Annual General Meeting of the group. If that quorum is not met, major group policy cannot be altered or formulated, nor can any expenditure above a sum to be determined by the Annual General Meeting of the group be sanctioned. Initially a quorum of four.
- Attendance at meetings of Transition Wilmslow by current members of the Steering Group prior to the formation of the TW list will be deemed to count as General Meetings for the purposes of voting rights at Annual and Special General Meetings.

Duties of the Steering Group - All decisions and statements of the Steering Group shall be in accordance with the Aims, Objectives, Interests and Powers of TW. In particular, the Steering Group shall be responsible for:

- Holding and attending General Meetings;
- Announcing forthcoming General Meetings;
- Maintaining a Record of Attendance and Decisions of General Meetings;
- Co-ordinating the activities of TW and its Specialist Groups;
- Events and activities within the Aims, Objectives, Interests and Powers of TW;
- Maintaining the TW list;
- Communicating with the TW list;
- Arranging Annual and Special General Meetings;
- Liaising with other organizations, including the media;
- Administration of TW Funds;
- Administration of the TW website;
- Arranging insurance for the interests of TW and Steering Group members undertaking duties on behalf of TW;
- Identifying, monitoring and managing risks arising from the Aims, Objectives, Interests and Powers of TW;
- Complying with relevant Statutes and Regulations;
- Other activities within the Aims, Objectives, Interests and Powers of TW;
- Managing unforeseen issues until these can be considered and accepted by Steering Group members at an Annual General Meeting or Special General Meeting.

Transformation of the Steering Group - At the appropriate time, the TW Steering Group shall change to being comprised of Elected Representatives from the Specialist Groups. This Transformation of the Steering Group shall occur once:

- Sufficient Specialist Groups are established within TW;
- Elected Representatives from each of the Specialist Groups are available to meet on a Steering Group serving the interests of all the Specialist Groups where these are within the Aims, Objectives, Interests and Powers of TW;
- The Resolution to Transform the Steering Group is accepted at an Annual General Meeting or a Special General Meeting;

Elected Representatives from Specialist Groups - Elected Representatives from Specialist Groups shall on Transformation of the Steering Group be subject to the same provisions made in this Constitution for members of the Steering Group.

Steering Group Interests - All members of the steering group shall declare any commercial or financial interest they hold, or benefit they may derive, which may be affected by the decisions of the Steering Group and therefore presents a Conflict of Interest. The Steering Group shall decide how to overcome any Conflicts of Interest as they arise. Details of a Conflict of Interest may be held within the Steering Group but the existence of a Conflict of Interest shall not be concealed.

Steering Group Benefits Policy - Members of the Steering Group shall decline lavish hospitality or gifts of significant monetary or exchangeable value from people or organisations connected with TW. Members of the

Steering Group shall avoid gaining any private benefit from their position, whether financial or otherwise, except where this is agreed by the Steering Group as being completely consistent with the Aims, Objectives, Interests and Powers of TW.

Specialist Groups

Specialist Groups

Forming Specialist Groups - Specialist Groups may be formed within TW in order to carry out specific activities. No Specialist Groups within TW shall form without the permission of the Steering Group. Permission shall involve presenting a written constitution for the Specialist Group to the Steering Group. The Steering Group shall be promptly informed of changes to the constitution of a Specialist Group.

The Powers of Specialist Groups - The Powers of Specialist Groups shall be consistent with the Aims, Objectives and Interests of TW.

Eligibility for the Specialist Groups - Anyone eligible for the Steering Group is eligible to serve on a specialist group. Additional criteria for eligibility shall be determined by the Steering Group at a General Meeting as required.

TW Funds - TW Funds may be used to support the activities of Specialist Groups provided the Specialist Groups act within the Powers of TW. Specialist Groups shall return any surplus TW Funds arising from their activities to the TW Treasurer. Specialist Groups shall be accountable to the TW Treasurer for their expenditure of TW Funds that have been Awarded.

Specialist Group Funds - Specialist Groups may raise their own funds for their own purposes and within their own powers. Specialist Groups choosing to raise their own funds shall maintain their own accounts.

Elected Representatives on Transformation of the Steering Group - Transformation of the Steering Group shall place a single Elected Representative from each Specialist Group on the Steering Group of TW at an Annual General Meeting or Special General Meeting. The Specialist Groups shall arrange their own elections in order to provide these Elected Representatives. Elected Representatives from Specialist Groups shall be subject to the same provisions made in this Constitution for Elected Members in the Steering Group.

Accountability - All Specialist Groups shall be accountable to the Steering Group for their activities, before and after Transformation of the Steering Group. The Steering Group may give or withdraw its agreement for Specialist Groups to organise events and activities in the name of TW on a continuing basis.

Separating Specialist Groups from TW - Any Specialist Group may request that the Steering Group arranges Separation of the Specialist Group from TW in order to pursue different Aims, Objectives and Interests from those of TW, or exercise different Powers from those of TW. Any Specialist Group within TW may be separated from TW by a vote of the Steering Group if the activities of the Specialist Group fall outside the Aims, Objectives, Interests and Powers of TW. On Separation, a Specialist Group shall assume its own identity and no longer associate with the Name and Logo of TW.

Our Communications

Our Communications

Incoming Communications

Incoming communications to TW shall be shared with the Steering Group and an agreed response developed where these:

- Request any significant action on behalf of TW;
- Require any formal response or involve a signature on behalf of TW;
- Involve accepting any donation or financial obligation on behalf TW exceeding a monetary or exchangeable value of £100;
- Involve issuing any opinion or statement on behalf of TW;
- involve a conflict with the Aims, Objectives, Interests or powers of TW.

Statements on behalf of TW - The Steering Group may issue statements which reflect the aims and objectives of TW. Until Transformation of the Steering Group occurs, relations between TW and the media, commercial organizations, public bodies and authorities shall only be conducted by a member of the Steering Group that has attended at least three General Meetings or any other individual as agreed by the Steering Group on an ongoing basis or in respect of a specific project or occasion.

Representing Members - Any member nominated of the Steering Group may fairly represent the aims and objectives of TW at meetings with other organisations.

Data Protection - TW shall not release any of information provided by a member of the Steering Group to any third party without the explicit consent of the member.

Our Meetings

Annual and Special General Meetings

Annual General

Annual General Meetings - The Annual General Meeting of TW shall be held each year on a date proposed by the Steering Group. All Annual General Meetings shall be arranged at a suitable time and venue.

Notice - The Steering Group shall give at least 7 days notice of the Annual General Meeting. Notices shall be circulated on the Transition Wilmslow List and, if possible, on such other websites, notice boards or publications as the Steering Group see fit. Notice of an Annual General Meeting shall state the business proposed by the Steering Group and set out any Resolutions to be proposed.

Report and Accounts - The Steering Group shall present the Annual Report to each Annual General Meeting. The Treasurer shall present the TW Accounts for the previous year at each Annual General Meeting.

Procedures - The Steering Group shall appoint a Chairperson for the Annual General Meeting. The Steering Group shall appoint a Member to keep a full record of the proceedings at the Annual General Meeting.

Voting - Each Steering Group member recorded as a Steering Group Member who has attended at least 3 General Meetings of the Steering Group shall be entitled to Vote. Resolutions shall be accepted if at least two thirds of the Steering Group Members present at an Annual General Meeting Vote in favour. Votes shall be recorded by a show of hands. People attending who are not Steering Group Members shall not be entitled to Vote. There shall be no casting votes and no Steering Group Member may exercise more than one Vote for each Resolution at Annual General Meetings.

Special General Meetings

Special General Meetings - Any collection of at least ten Steering Group members may request a Special General Meeting. Special General Meetings shall be arranged by the Steering Group within 40 days of a valid request by Steering Group members. Special General Meetings shall also be arranged by the Steering Group as soon as there are insufficient Elected Members in the Steering Group. All Special General Meetings shall be arranged at a suitable time and venue.

Notice - The Steering Group shall give at least 30 days notice of a Special General Meeting. Notices shall be circulated on the Transition Wilmslow List and, if possible, on such other websites, notice boards or publications as the Steering Group see fit. Notice of a Special General Meeting shall state the business proposed and set out any Resolutions to be proposed.

Validity - Special General Meetings shall only be valid when attended by at least 10 Members of the Steering Group.

Procedures - The Special General Meeting shall appoint a Chairperson for a Special General Meeting. The Special General Meeting shall appoint a Member to keep a full record of the proceedings at a Special General Meeting.

Voting - Each Steering Group member recorded as a Steering Group Member who has attended at least 3 General Meetings of the Steering Group shall be entitled to to Vote. Resolutions shall be accepted if a majority of the Steering Group members present at a Special General Meeting Vote in favour. Votes shall be recorded by a show of hands. People attending who are not Steering Group Members shall not be entitled to Vote. There shall be no casting votes and no Steering Group Member may exercise more than one Vote for each Resolution at Special General Meetings.

Steering Group Meetings

Steering Group

General Meetings - The Steering Group shall hold General Meetings at least 4 times per year at a suitable time and venue.

Notice - The Steering Group shall give at least 7 days Notice in advance to all eligible members of a General Meeting. Notice of forthcoming General Meetings shall be given at the previous meeting or by email or on such other websites, notice boards or publications as the Steering Group see fit.

Validity - General Meetings shall only be valid when attended by at least four of the Steering Group Members and when valid Notice has been given to all Steering Group Members.

Procedures - All Steering Group Members shall take turns to act as the Facilitator at General Meetings, unless the Steering Group Members unanimously agree otherwise. The Facilitator shall prepare an Agenda prior to each General Meeting. The Steering Group shall appoint a Steering Group Member to prepare a Record of decisions made at the General Meeting. A full record of proceedings will not be required at General Meetings. No record of any decision taken at Open Space style meetings will be kept unless all members of the Steering Group present at that meeting have been party to that decision.

Steering Group Decisions - Decisions at General Meetings shall normally be made by agreement between the Steering Group Members present. Where full agreement among Steering Group Members is not possible, the matter shall be revisited at a further Steering Group Meeting. If no consensus is achieved on revisiting the matter, a vote shall be taken among the Steering Group Members and this shall be considered the final decision on the matter. Consensus among the Steering Group may also be obtained by expressing views in written messages circulated electronically among all the Steering Group Members. Quorum of 4 responses received with no dissent. Lack of response within a reasonable time (7 days) may be considered as acceptance of a proposal for action.

Specialist Group Meetings

Specialist Group

Specialist Group Meetings - Specialist Groups may hold Specialist Group Meetings as required at a suitable time and venue.

Notice - Specialist Groups shall give reasonable Notice to the Steering Group of Specialist Group Meetings where a Steering Group Member has requested to attend the Meeting.

Attendance - Any Steering Group Member shall be entitled to attend Specialist Group Meetings.

Our Funds

TW Income

Not-for-Profit - TW shall not trade for profit. Any surplus TW Funds shall form a general reserve for the continuation and development of TW.

TW Funds - TW may only raise Funds from Grants, Donations, entrance fees, sale proceeds, bank interest, raffles, tombolas, games, competitions, quizzes and auctions.

TW Funds and Local Currencies - TW Funds shall be held in Pounds Sterling but a local currency may be held as TW. Funds provided:

- Holding the local currency involved is agreed by Steering Group members;
- Anticipated TW costs can be met from TW Funds if demanded in Pounds Sterling;
- Procuring the services or goods exchangeable for local currency is within the Powers of TW;
- The goods or services that are exchangeable for local currency are regularly required by TW;
- The amount held by TW in local currencies does not exceed an exchangeable value of £100 Sterling or a maximum of 10% of TW Funds at any time.

Loans and Borrowing - TW shall not enter into Loans or Borrowing to supplement TW Funds

Membership Fees - There will be no membership fees as by definition everyone in Wilmslow and its environs is part of the TW movement. Membership Fees for Specialist Groups shall be determined by the Specialist Groups but should not preclude attendance at meetings by members of the Steering Group.

Grants and Donations to TW - TW may seek and accept Grants where these support the Aims, Objectives, Interests and Powers in this Constitution. As there are no membership fees, all members of the Steering Group are encouraged to donate funds to TW. Any offers of Grants or Donations exceeding a monetary or exchangeable value of £100 shall be notified to Steering Group Members.

Financial Interests - TW shall not hold any financial interest such as a financial stake, shares or an agreement to receive commissions from any other organisation unless consistent with our aims and objectives and agreed at a General Meeting.

TW Payments

TW Payments

Use of TW Funds - Funds shall only be used by TW to carry out the Aims, Objectives and Interests and Powers of TW.

Awards to Specialist Groups and Others - TW Funds Awarded to Specialist Groups and Others shall be subject to prior approval by the Steering Group and assigned for specific purposes consistent with the Aims, Objectives and Interests of TW.

Loans and Borrowing - TW shall not provide Loans or allow Borrowing from TW Funds.

Expenses - Reimbursement of all Expenses shall be supervised by the Treasurer. TW may only reimburse Expenses that are valid and reasonable. Expenses shall only be valid where they unavoidably arose from duties agreed with the TW Steering Group. Expenses shall only be reasonable where costs were actually incurred and where those costs are not disproportionate. Steering Group Members shall not be entitled to claim Expenses for attending TW events, TW activities, TW Meetings or meetings of Specialist Groups within TW.

Payments - Responsibility for all payments from TW Funds shall rest with the Treasurer. Where the Treasurer has given advice that insufficient TW Funds exist to make payments attracted by decisions of the Steering Group, the Steering Group Members shall be jointly and severally responsible for their decisions.

TW Payments

Training Costs - TW may fund the cost or part of the cost of relevant Training where this has been agreed by the Steering Group. Relevant Training is limited to training courses exactly aligned to the Aims, Objectives and Interests of TW and shall not include general training courses.

Assets - As an Unincorporated Association, TW shall not acquire, store or maintain investments in stocks and shares, property or fine art.

Separation of Specialist Groups - On Separation of a Specialist Group, TW shall have the right to obtain reimbursement of any TW Funds Awarded by TW to the Specialist Group. However reimbursement of Awards of TW Funds should only be demanded by TW in exceptional circumstances where the Aims, Objectives and Interests of the Specialist Group are significantly different from those of TW.

TW Accounts

TW Accounts What You Agree

TW Bank Accounts - TW Funds may be held in a bank account in the sole and exclusive name of Transition Wilmslow (TW). Responsibility for the operation of the bank account shall rest with the Treasurer.

Preparation of TW Accounts - The accumulation and expenditure of TW Funds shall be supervised by the Treasurer and recorded in the TW Accounts. The Treasurer shall prepare the TW Accounts and make these available for publication to Steering Group members:

- At every Annual General Meeting;
- At any time required by Statute, Regulations, auditing or external bodies;
- After any change of Treasurer;
- When requested to do so by the Steering Group.

Auditing of TW Accounts - The TW Accounts shall be audited annually by an independent person and as legitimately required by external bodies.

Specialist Group Accounts - The TW Treasurer shall have the right to obtain accounts from Specialist Groups within TW where:

- Required by an Annual General Meeting or Special General Meeting;
- At any time required by Statute, Regulations, auditing or external bodies;
- When requested to do so by the Steering Group.

Signatures - Signatories for Transition Wilmslow bank account purposes shall be appointed by an Annual General Meeting or Special General Meeting or in the first instance by a General meeting. For amounts greater than £100 in any one month total:

- The payee shall not be a Signatory to the same payment
- Signatories to a payment shall not be related or live in the same household