



# CONSTITUTION

## **1. Nature and purpose and objectives:**

- 1.1. Save Capel is an unincorporated association and is the property of its members.
- 1.2. To protect the whole of the Parish of Capel from the threat of disproportionate development and to protect the Metropolitan Green Belt and AONB within the parish.
- 1.3. To carry out research, campaign and fundraise against the threats to all parts of the parish in the Tunbridge Wells Local Plan, and if necessary, its subsequent iterations.

## **2. Equality and Diversity Policy:**

- 2.1. Save Capel, and its members, are committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the Community.
- 2.2. All members aim to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.

## **3. Membership:**

- 3.1. Membership of Save Capel is free, is open to anyone, and membership will be by registration.
- 3.2. Only members of Save Capel over the age of 16 are entitled to stand in elections for the Executive.
- 3.3. Only members of Save Capel over the age of 16 are entitled to vote in elections for the Executive.

## **4. Meetings:**

- 4.1. There will be an Annual General Meeting (AGM) of Save Capel which shall take place between January 2<sup>nd</sup> and March 15<sup>th</sup>.
- 4.2. The outgoing Chair of the Executive shall give an annual report at the AGM.
- 4.3. Members will be given at least 21 days' notice of the date and venue of the AGM.
- 4.4. Other general meetings shall take place at the discretion of the Executive or upon the request of at least 20% of the membership.

## **5. The Executive:**

- 5.1. There will be an Executive of up to seven members to be elected by Save Capel members to serve annually, with results announced at the AGM. The election will be by secret ballot. Candidates shall be nominated by two members, at least one of whom must be a resident of Capel Parish. The Executive shall have the power to co-opt additional members if necessary. There shall be two additional non-voting members appointed as defined in 5.4 below.
- 5.2. The Executive will have overall responsibility for the website, communications, campaigning, liaison with other organisations, and any other function it deems necessary. The Executive will elect its own Chair who will convene meetings, put together the agenda, and chair meetings. A Secretary is to be elected from within the Executive to take and distribute minutes, and other functions as deemed necessary to ensure the smooth running of the Executive. The Executive will also decide on which elected members should fulfill the other roles within its organisation, these being; Campaign, Communication, Team Management, Finance, and Governance.
- 5.3. The Executive will decide on the number and titles of working groups needed. Each working group will be made up from Save Capel members, and they will appoint their own Team Leader to act as a Convenor and conduit to the Executive. Working groups will meet as directed by their Team Leader to fulfil their role and objectives.

- 5.4. The Capel Parish Council (CPC) and the Capel Greenbelt Protection Society (CGPS) will also have a representative each attending Executive meetings, but they will attend as observers having the right to speak but not vote, except for the CGPS representative as indicated in 5.5 below. The CPC representative will normally be appointed at the Annual Parish Council Meeting to serve for a year. Initially, he/she will be appointed at a normal Parish Council meeting. The CGPS representative will be appointed by its trustees.
- 5.5. The CGPS representative will be afforded the right to vote in financial matters that need the approval of the CGPS trustees.
- 5.6. The non-voting representatives will be responsible for organising the elections and overseeing the first AGM until the Executive is elected.

## **6. Finance:**

- 6.1. Save Capel will raise funds as part of its campaign.
- 6.2. These funds will be held and managed by the Capel Greenbelt Protection Society.

## **7. Relationship with other bodies:**

- 7.1. The Executive shall liaise and consult with Capel Greenbelt Protection Society whose aims and objectives it shall support.
- 7.2. The Executive shall liaise and consult with Capel Parish Council on matters of concern, including the production of a 'Vision for Capel' and, if considered appropriate, a Neighbourhood Plan.

## **8. Duration and amendment:**

- 8.1. Whilst this constitution has already been adopted to facilitate the first election, it will be ratified by a majority vote at the initial Save Capel AGM. Subsequent amendments will require a two-thirds majority at a General Meeting, called if required before an AGM.
- 8.2. Save Capel will exist until a meeting of members decides that its purposes have been accomplished.

## **9. Conduct:**

- 9.1. The Chairperson can be removed from their role by a majority vote of other Executive members. The Executive would then arrange to vote a new Chair from its members.
- 9.2. Any member of the Executive can be removed from their position within the Executive if a majority of other Executive members or at least 20% of Save Capel members raise concerns about their conduct. This would then instigate a vote from the Executive to decide if the member of the Executive should be removed.
- 9.3. Where concerns are raised against a particular Team Leader, either by the Executive, by other Team Leaders or by their own Team, the Executive will review the circumstances and vote on that Team Leader remaining in their position, or whether they should be asked to leave.
- 9.4. Where any member is found to be acting in a way that discredits Save Capel or seriously impedes its aims, the Executive will review the circumstances and vote on whether that person is removed as a member.
- 9.5. The Executive (Steering Group prior to first AGM) reserves the right to refuse membership to any individual if it has reason to believe, on a balance of probabilities, that the individual holds beliefs contrary to the aims and objectives of Save Capel.