

Constitution for Transition City Lancaster

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1. Our Group

1.1. The Group Transition City Lancaster

Our Group	What You Agree
Our Constitution	<p>The name of the Unincorporated Association defined by this document is Transition City Lancaster, which is abbreviated in this document to TCL.</p> <p>This document is the Constitution of Transition City Lancaster which includes the Steering group, the Special Interest Groups and any projects arising from them which operate as part of TCL</p> <p>This constitution outlines the agreed roles and responsibilities within TCL</p> <p>TCL is a community based initiative. It is also affiliated to the National Transition Network and has a particular form and purpose which are described in this constitution.</p> <p>This Constitution can only be altered by a Resolution passed at an Annual General Meeting or Special General Meeting.</p> <p>Notices of Annual General Meetings or Special General Meetings shall include details of any alterations proposed to this Constitution.</p> <p>Members may submit proposals to change this Constitution to the Steering Group at any time. Proposals to change this Constitution shall be made in writing.</p>
Our Identity	<p>Our identity includes the Names Transition City Lancaster and TCL and it includes the TCL Logo.</p> <p>The identity of Transition City Lancaster (TCL) is owned by TCL and shall not be misrepresented by any individual, whether or not that person is a TCL Member.</p> <p>The Steering Group may withhold use of the Name and Logo of TCL where the Steering Group considers that the Aims, Objectives and Interests of TCL will not be upheld.</p>
Our Location	<p>The area covered by TCL shall be Lancaster and the environs of Lancaster.</p>
Our Aims	<p>The Aims of TCL shall be:</p> <ul style="list-style-type: none"> • To raise awareness within the Lancaster area of the challenges of Peak Oil, Resource Depletion and Climate Change and the consequent need for change; • To work with others in the Lancaster area to develop a low carbon, sustainable and resilient future for the city; • To support people and organizations in their efforts to prepare for this future.
Our Objectives	<p>The Objectives for which TCL is established are to:</p> <ul style="list-style-type: none"> • Create and to help implement an Energy Descent Action Plan for the Lancaster area – a 20 year plan to systematically reduce fossil fuel dependency; • Create and support Special Interest Groups aligned with the Energy Descent Action Plan that have Aims, Objectives and Interests which are consistent with those of TCL.
Our Interests	<p>The Interests of TCL shall:</p> <ul style="list-style-type: none"> • Be consistent with the Aims and Objectives of TCL; • Seek to promote the Aims and Objectives of TCL; • Be determined by the outcome of a venture or project rather than its originator or source. <p>The Interests of TCL shall not be:</p> <ul style="list-style-type: none"> • Determined by explicit support for any one political party; • Determined by preferential recommendations for any one commercial organisation or commercial project where reasonable alternatives may exist.

1.2. Our Vision of a Low Carbon, Sustainable and Resilient Future

Our Vision	What You Agree
A Low Carbon, Sustainable and Resilient Future for Lancaster	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 community wide approach with the following anticipated outcomes. TCL Members 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 Lancaster 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 Lancaster.
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 Re-skilling	Education and Re-skilling for Energy Descent. This involves understanding the skills base in Lancaster and anticipating the future skills needs of a community in Energy Descent.
Business and Industry	Understanding how Business and Industry in the Lancaster area will be affected by Peak Fossil Energy, anticipating changes and developing a thriving local economy.
Local 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.

1.3. The Powers of Transition City Lancaster

Powers	What You Agree
Formative Phase	During the Formative Phase prior to the official launch of Transition City Lancaster: <ul style="list-style-type: none"> • The name Transition City Lancaster (TCL) is adopted; • An Interim Steering Group comprising the founder members of TCL 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 TCL shall operate in accordance with this Constitution.

Powers	What You Agree
Our Powers	<p>We have to define the Powers that TCL is allowed by this Constitution to undertake so that these Powers are consistent with the Aims, Objectives and Interests in this Constitution.</p> <p>The Powers that the Steering Group and people reasonably acting on behalf of TCL may carry out are:</p> <ul style="list-style-type: none"> • Developing the strategy and priorities of TCL; • Maintaining the connection with regional, national and international Transition initiatives; • Maintaining an overview of the activities of TCL and the Special Interest Groups; • Recruiting, maintaining and, on resignation, removing Membership; • Publishing and distributing information for the benefit of TCL; • Forming, supporting and assisting with funding Special Interest Groups within TCL; • Connecting and networking the various TCL Special Interest Groups; • Initiating new Interest Groups as necessary; • Separating Activity Groups from TCL if necessary; • 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 TCL; • Establishing and administering a bank account on behalf of TCL; • Raising, spending, supervising and recovering TCL Funds; • Organising events and activities within the Aims, Objectives and Interests of TCL; • Hiring or arranging hire of venues for events and activities • Registering with appropriate authorities as required by Statute and Regulations; • Joining umbrella groups and organisations for social and publicity purposes where these are consistent with the Aims, Objectives and Interests of TCL; • Participating in other activities consistent with the Aims and Objectives in this Constitution that are appropriate for an Unincorporated Association.
Dissolution	<p>Dissolution of TCL can only occur as a result of a Resolution at an Annual General Meeting or Special General Meeting.</p> <p>The proposed Date of Dissolution in the Resolution shall be arranged to give all TCL Members 30 days notice of that date.</p> <p>Before the Date of Dissolution, the Steering Group shall be responsible for ensuring that all monies and liabilities owed by TCL have been resolved.</p> <p>Any remaining TCL Funds shall be divided between active projects and theme groups associated with TCL or the Transition Network, as determined by the Resolution.</p>

2. Our Members

2.1. Membership of Transition City Lancaster

Our Membership	What You Agree
TCL Members	TCL shall recruit, register and on resignation remove TCL Members in accordance with this Constitution.
Who is Eligible to be a Member	<p>All TCL Members shall be individuals who agree to uphold this Constitution and who also live or work in the Lancaster area.</p> <p>Applications and decisions about TCL Membership shall make no reference to race, ethnic origin, nationality, wealth, property status, political belief, religion, gender, disability, age as an adult, or sexual preference.</p>
Joining TCL as a Member	TCL Membership Applications may be made electronically or on paper and shall include an agreement to this Constitution.

Our Membership	What You Agree
	Valid TCL Membership Applications shall be accepted and advised within 30 days.
TCL Members Organising Events for TCL	TCL Members are welcome to organize events and activities. Events and activities advertised in the name of TCL shall be agreed with prior discussion with the Steering Group. These events and activities shall be consistent with the Aims, Objectives, Interests and Powers of TCL
Voting at Annual and Special General Meetings	Each TCL Member recorded as a TCL Member for more than 30 days shall be entitled to a Member Vote at an Annual General Meeting or a Special General Meeting. All TCL Member Votes shall be made in person at these Meetings. TCL Member Votes shall not be transferred between Members.
Ceasing to be a TCL Member	Membership shall cease if a TCL Member: <ul style="list-style-type: none"> • Has delivered an explicit, written resignation as a TCL Member to the Steering Group; • Is requested to resign <u>and</u> at least two-thirds of TCL Members vote to this effect at a valid Annual General Meeting or a valid Special General Meeting; • Fails to pay outstanding monies due to TCL after 30 days notice that TCL Membership may be withdrawn; • Dies.

2.2. Benefits to TCL Members

TCL Accounts	What You Agree
TCL Benefits to Members	TCL may negotiate benefits for TCL Members with local suppliers provided these are consistent with the Aims, Objectives, Interests and Powers of TCL.

3. Our Organisation

3.1. The Steering Group

The Steering Group	What You Agree
Purpose of Steering Group	The Steering Group are a focal point with ultimate responsibility for the affairs of TCL, ensuring it is solvent, well-run, and delivering the Aims and Objectives of TCL in accordance with the Interests and Powers of TCL. The Steering Group shall be open and accountable to TCL Members about its Duties and Interests.
Size of Steering Group	The minimum size of the Steering Group shall be six Members. Where this minimum number of Members cannot be maintained, a Special General Meeting shall be called and arranged. The maximum number of Members in the Steering Group shall be eleven
Eligibility for the Steering Group	The initial Steering Group shall comprise those members who are the founder members or those who are invited to join the group, Providing that he or she: <ul style="list-style-type: none"> • 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.
Treasurer	One Elected Member shall be appointed by the Steering Group to carry out the duties of Treasurer.

The Steering Group	What You Agree
Other Roles	<p>Steering Group Members shall be appointed and maintained to carry out the duties of:</p> <ul style="list-style-type: none"> • Secretary • Treasurer <p>These roles may be rotated among the Members by agreement of the Steering Group</p>
Ceasing to be an Elected Member	<p>A Steering Group Member shall cease to be a Member if he or she:</p> <ul style="list-style-type: none"> • Ceases to be a TCL Member; • Is absent from all valid Steering Group Meetings over a period of 6 months without prior agreement • Is requested to resign as a Member by consensus between the members of the Steering Group • Is disqualified from acting as a Member of the Steering Group by Section 72 of the Charities Act 1993 (or any other Statute or Regulations); • Becomes formally incapable of managing and administering his or her affairs; • Has delivered an explicit, written resignation copied to all Steering Group Members.
Duties of the Steering Group	<p>All decisions and statements of the Steering Group shall be in accordance with the Aims, Objectives, Interests and Powers of TCL.</p> <p>In particular, the Steering Group shall be responsible for:</p> <ul style="list-style-type: none"> • Holding and attending Steering Group Meetings; • Issuing a Record of Decisions of Steering Group Meetings; • Co-ordinating the activities of TCL and its Special Interest Groups; • Events and activities within the Aims, Objectives, Interests and Powers of TCL; • Recruiting and maintaining TCL Membership; • Communicating with the TCL Membership; • Arranging Annual and Special General Meetings; • Liaising with other organizations, including the media; • Administration of TCL Funds; • Administration of the TCL web forum; • Identifying, monitoring and managing risks arising from the Aims, Objectives, Interests and Powers of TCL; • Complying with relevant Statutes and Regulations; • Other activities within the Aims, Objectives, Interests and Powers of TCL; • Managing unforeseen issues until these can be considered and accepted by TCL Members at an Annual General Meeting or Special General Meeting.
Sharing Duties with TCL Members	<p>TCL Members may be nominated by Members of the Steering Group for specific duties on behalf of TCL subject to the same provisions in this Constitution as the Steering Group Members.</p>
Steering Group Interests	<p>All Steering Group Members 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.</p> <p>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 from TCL Members.</p> <p>Where a Conflict of Interest is likely to be prolonged or significant, all the Elected Members affected should offer to resign from the Steering Group.</p>
Steering Group Benefits Policy	<p>Members of the Steering Group shall decline lavish hospitality or gifts of significant monetary or exchangeable value from people or organisations connected with TCL.</p> <p>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 TCL.</p>

The Steering Group	What You Agree
Transformation of the Steering Group	In order to maintain stability and continuity, the transformation of the Steering Group shall take place gradually by new members being invited to join the Initiating Group. At the first Annual General Meeting, which shall take place no later than one year after the official launching of Transition City Lancaster, and at each subsequent Annual General Meeting, a minimum of three Steering Group members shall stand down or be available for re-election. The Steering Group members shall be elected by the members of TCL
Numbers of Steering Group Members	In the event of there being less than six members of the Steering Group left, extra members of the Steering Group shall be co-opted from amongst the membership of TCL. The Steering Group shall not exceed eleven members.

3.2. Special Interest Groups

Special Interest Groups	What You Agree
Forming Special Interest Groups	Special Interest Groups may be formed within TCL in order to carry out specific activities. All Special Interest Groups must adhere to the constitution of TCL
The Powers of Special Interest Groups	The Powers of Special Interest Groups shall be consistent with the Aims, Objectives and Interests of TCL.
Membership of Special Interest Groups	Special Interest Groups within TCL shall consist only of TCL Members. Any TCL Member may join a Special Interest Group.
TCL Funds	TCL Funds may be used to support the activities of Special Interest Groups provided the Special Interest Groups act within the Powers of TCL. Special Interest Groups shall return any surplus TCL Funds arising from the activities funded by TCL to the TCL Treasurer. Special Interest Groups shall be accountable to the TCL Treasurer for their expenditure of TCL Funds that have been Awarded.
Special Interest Group Funds	Special Interest Groups may raise their own funds for their own purposes and within their own powers. Special Interest Groups choosing to raise their own funds shall maintain their own accounts and present them annually to the AGM or on demand to the Steering Group
Accountability	All Special Interest Groups shall be accountable to the Steering Group for their activities. The Steering Group may give or withdraw its agreement for Special Interest Groups to organise events and activities in the name of TCL on a continuing basis.
Separating Special Interest Groups from TCL	Any Special Interest Group may request that the Steering Group arranges Separation of the Special Interest Group from TCL in order to pursue different Aims, Objectives and Interests from those of TCL, or exercise different Powers from those of TCL. Any Special Interest Group within TCL may be Separated from TCL by a vote of the Steering Group if the activities of the Special Interest Group fall outside the Aims, Objectives, Interests and Powers of TCL. On Separation, a Special Interest Group shall assume its own identity and no longer associate with the Name and Logo of TCL.

4. Our Communications

4.1. Communications

Our Communications	What You Agree
Incoming Communications	Incoming communications to TCL shall be shared promptly with the Steering Group and an agreed response developed where these: <ul style="list-style-type: none"> Request any significant action on behalf of TCL;

	<ul style="list-style-type: none"> • Require any formal response or involve a signature on behalf of TCL; • Involve accepting any donation or financial obligation on behalf of TCL exceeding a monetary or exchangeable value of £100; • Involve issuing any opinion or Statement on behalf of TCL; • Where a response on behalf of TCL involves a conflict with the Aims, Objectives, Interests or Powers of TCL.
Statements on behalf of TCL	<p>The Steering Group may issue statements on behalf of TCL Members that fairly reflect the views of TCL Members.</p> <p>Formal relationships and agreements between TCL and the media, commercial organizations, public bodies and authorities shall be consistent with the aims and objectives within this constitution</p>
Representing Members	The Steering Group may fairly represent the interests of TCL Members at meetings with other organisations.
Data Protection	TCL shall not release any information provided on a Membership Application to any third party without the explicit consent of the Member.

5. Our Meetings

5.1. Annual General Meetings

Annual General Meetings	What You Agree
Annual General Meetings	<p>The Annual General Meeting of TCL shall be held each year following the official launch of TCL on a date proposed by the Steering Group.</p> <p>All Annual General Meetings shall be arranged at a suitable time and venue.</p>
Notice	<p>The Steering Group shall give at least 30 days notice of the Annual General Meeting. Notices shall be directly addressed to all TCL Members.</p> <p>Notice of an Annual General Meeting shall state the business proposed by the Steering Group and set out any Resolutions to be proposed.</p>
Validity	Annual General Meetings shall only be valid when attended by at least one-twentieth of the number of TCL Members or ten TCL Members, whichever is the greater.
Report and Accounts	<p>The Steering Group shall present the Annual Report to each Annual General Meeting.</p> <p>The Treasurer shall present the TCL Accounts for the previous year at each Annual General Meeting.</p>
Procedures	<p>The Steering Group shall appoint a Chairperson for the Annual General Meeting.</p> <p>The Steering Group shall appoint a Member to keep a full record of the proceedings at the Annual General Meeting.</p>
Voting	<p>Each TCL Member recorded as a TCL Member shall be entitled to Vote.</p> <p>Resolutions shall be accepted if at least two thirds of the TCL Members present at an Annual General Meeting Vote in favour. Votes shall be recorded by a show of hands. People attending who are not TCL Members shall not be entitled to Vote.</p> <p>There shall be no casting votes and no TCL Member may exercise more than one Vote for each Resolution at Annual General Meetings.</p>

Annual General Meetings	What You Agree
Elections	At the AGM new elected members of the Steering Group may be proposed and elected. Candidates for election to the Steering Group shall have a record of active involvement in TCL. To maintain stability and continuity within the Steering Group, a minimum of three places on the Steering Group will be available for election or re-election at each AGM.
Treasurer	The appointment of a Treasurer from within the Steering Group must be validated at the AGM
Signatures for Bank Accounts	The appointment of signatories to any TCL bank accounts shall be made from among the Steering Group Members during an Annual General Meeting.

5.2. Special General Meetings

Special General Meetings	What You Agree
Special General Meetings	Any collection of at least ten TCL Members may request a Special General Meeting. Special General Meetings shall be arranged by the Steering Group within 40 days of a valid written request by TCL Members. 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 directly addressed to all TCL Members. 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 one-twentieth of the number of TCL Members or 10 Members of TCL, whichever is the greater.
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 TCL Member recorded as a TCL Member shall be entitled to Vote. Resolutions shall be accepted if at least two thirds of the TCL Members present at a Special General Meeting Vote in favour. Votes shall be recorded by a show of hands. People attending who are not TCL Members shall not be entitled to Vote. There shall be no casting votes and no TCL Member may exercise more than one Vote for each Resolution at Special General Meetings.
Elections	New members of the Steering Group may be accepted during a Special General Meeting if required because an Elected Member ceases to be an Elected Member.
Treasurer	Appointment of a new Treasurer may be accepted during a Special General Meeting if required where the previous Treasurer ceases to be an Elected Member or resigns the post of Treasurer
Signatures for Bank Accounts	The appointment of signatories to any TCL bank accounts may be made from among the Steering Group during a Special General Meeting.

5.3. Steering Group Meetings

Steering Group Meetings	What You Agree
Steering Group Meetings	The Steering Group shall hold Steering Group Meetings at least 12 times per year at a suitable time and venue.
Notice	<p>The Steering Group shall give at least 14 days Notice in advance to all Elected Members of a Steering Group Meeting, unless all Elected Members indicate their availability at shorter notice.</p> <p>Notice of forthcoming Steering Group Meetings shall normally be given by email or an electronic system unless all Elected Members agree otherwise. Lack of response to a request for availability within a reasonable time may be considered as acceptance to hold the Steering Group Meeting at the time and venue given.</p> <p>Notice of forthcoming Steering Group Meeting dates shall be given to TCL Members on the web forum. Venues shall be notified on request.</p>
Validity	Steering Group Meetings shall only be valid when attended by at least half of the Elected Members and when valid Notice has been given to all Elected Members.
Procedures	<p>All Elected Members shall take turns to act as the Facilitator at Steering Group Meetings, unless the Elected Members unanimously agree otherwise.</p> <p>The Facilitator shall prepare an Agenda at each Steering Group Meeting.</p> <p>The Steering Group shall appoint an Elected Member to prepare a Record of Decisions made at the Steering Group Meeting.</p> <p>A record of Steering Group decisions shall be available on request by any TCL Member.</p>
Steering Group Decisions	<p>Decisions at Steering Group Meetings shall normally be made by agreement between the Elected Members present. Views expressed by written messages shall also be taken into account towards obtaining a consensus.</p> <p>Where full agreement among Elected 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 Elected Members and this shall be considered the final decision on the matter.</p> <p>Consensus among the Steering Group may also be obtained by expressing views in written messages circulated among all the Elected Members. Lack of response within a reasonable time may be considered as acceptance of a proposal for action.</p>
Members attending Steering Group Meetings	<p>Requests by any TCL Member to attend any Steering Group meeting can be made through any Steering Group member and must be agreed by the whole Steering Group in advance</p> <p>The Steering Group may agree to invite particular TCL Members to regularly attend Steering Group Meetings.</p>

5.4. Special Interest Group Meetings

Special Interest Group Meetings	What You Agree
Special Interest Group Meetings	Special Interest Groups may hold Special Interest Group Meetings as required at a suitable time and venue.
Notice	Special Interest Groups shall give reasonable Notice to the Steering Group of Special Interest Group Meetings where a Steering Group Member has requested to attend the Meeting.
Attendance	Any Elected Member shall be entitled to attend Special Interest Group Meetings.

6. Our Funds

6.1. TCL Income

TCL Income	What You Agree
Not-for-Profit	TCL shall not trade for profit. Any surplus TCL Funds shall form a general reserve for the continuation and development of TCL.
TCL Funds	TCL may only raise Funds from Grants, Donations, entrance fees, sale proceeds, bank interest and membership fees.
TCL Funds and Local Currencies	<p>TCL Funds shall be held in Pounds Sterling but a local currency may be held as TCL Funds provided:</p> <ul style="list-style-type: none"> • Holding the local currency involved is agreed by TCL Members; • Anticipated TCL costs can be met from TCL Funds if demanded in Pounds Sterling; • Procuring the services or goods exchangeable for local currency is within the Powers of TCL; • The goods or services that are exchangeable for local currency are regularly required by TCL; • The amount held by TCL in local currencies does not exceed an exchangeable value of £100 Sterling or a maximum of 10% of TCL Funds at any time.
Loans and Borrowing	TCL shall not enter into Loans or Borrowing to supplement TCL Funds.
Membership Fees	<p>Any Membership Fees, and associated Membership Period, shall be subject to agreement by an Annual General Meeting.</p> <p>TCL may charge a Fee when a Member joins TCL or renews Membership of TCL at the end of a Membership Period.</p> <p>Membership Fees for Special Interest Groups shall be determined by the Special Interest Groups.</p>
Grants and Donations to TCL	TCL may seek and accept Grants where these support the Aims, Objectives, Interests and Powers in this Constitution.

6.2. TCL Payments

TCL Payments	What You Agree
Use of TCL Funds	Funds shall only be used by TCL to carry out the Aims, Objectives and Interests and Powers of TCL.
Awards to Special Interest Groups and Others	TCL Funds Awarded to Special Interest 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 TCL.
Loans and Borrowing	TCL shall not provide Loans or allow Borrowing from TCL Funds.
Expenses	<p>Reimbursement of all Expenses shall be supervised by the Treasurer.</p> <p>TCL may only reimburse Expenses that are valid and reasonable.</p> <p>Expenses shall only be valid where they unavoidably arose from duties agreed with the TCL Steering Group.</p> <p>Expenses shall only be reasonable where costs were actually incurred and where those costs are not disproportionate.</p> <p>Steering Group Members and TCL Members shall not be entitled to claim Expenses for attending TCL events, TCL activities, TCL Meetings or meetings of Specialist Groups within TCL.</p>
Payments	<p>Responsibility for all payments from TCL Funds shall rest with the Treasurer.</p> <p>Where the Treasurer has given advice that insufficient TCL Funds exist to make payments attracted by decisions of the Steering Committee, the Elected Members shall be jointly and severally responsible for their decisions.</p>

TCL Payments	What You Agree
Training Costs	TCL 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 TCL and shall not include general training courses.
Separation of Special Interest Groups	On Separation of a Special Interest Group, TCL shall have the right to obtain reimbursement of any TCL Funds Awarded by TCL to the Special Interest Group. However reimbursement of Awards of TCL Funds should only be demanded by TCL in exceptional circumstances where the Aims, Objectives and Interests of the Special Interest Group are significantly different from those of TCL.

6.3. TCL Accounts

TCL Accounts	What You Agree
TCL Bank Accounts	TCL Funds may be held in a bank account in the sole and exclusive name of Transition City Lancaster (TCL). Responsibility for the operation of the bank account shall rest with the Treasurer.
Preparation of TCL Accounts	The accumulation and expenditure of TCL Funds shall be supervised by the Treasurer and recorded in the TCL Accounts. The Treasurer shall prepare the TCL Accounts and make these available for publication to TCL Members: <ul style="list-style-type: none"> • 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.
Special Interest Group Accounts	The TCL Treasurer shall have the right to obtain accounts from Special Interest Groups within TCL where: <ul style="list-style-type: none"> • 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 TCL bank account purposes shall be appointed by an Annual General Meeting or Special General Meeting. The payee shall not be a Signatory to the same payment.