

# **Wessex Energy & Environmental Management Group**

## **CONSTITUTION**

This is a working constitution for the Wessex Energy & Environmental Management Group (WEEMG). The WEEMG is an independent non-profit making body that enables the development and exchange of ideas, technologies and techniques and the provision of professional training for the benefit of its members and partner organisations in the region. Membership is drawn from industry, commerce and the public sector.

### **1.0 Title**

1.1 The name of the organisation shall be:

**Wessex Energy & Environmental Management Group**

### **2.0 Aims**

2.1 The aim of the WEEMG is:

To promote energy efficiency and good environmental practice amongst its membership thereby helping to maximize the environmental performance of member organisations.

### **3.0 Objectives**

3.1 The objectives of the WEEMG are:

- i. To encourage the professional development of members and promote best practice.
- ii. To share information, promote good practice rather than specifically the goods and services of commercial undertakings, and encourage quality principally through the holding of training seminars, meetings and workshops but also through other means as the WEEMG Committee considers appropriate for the benefit of members and their organisations.
- iii. To actively foster partnerships within the WEEMG and with other EEMGs in the South West region of England.
- iv. To provide practical support to members through raising awareness of other regional and national activities.
- v. To support the strategic promotion of sustainable development for industry, commerce and the public sector in the South West region.
- vi. To foster co-operation with bodies outside the WEEMG, including the Regional Government Office, Horizon South West, Environment Agency, and the Regional Development Agency.

#### **4.0 Membership & Membership Database**

4.1 Membership is open to organisations and individuals in the South West. It is drawn from industry, commerce and the public sector.

4.2 All membership is at the discretion of the WEEMG's committee.

4.3 Applications for membership and announcements of resignation shall be communicated to the WEEMG Secretary and/or the appointed holder of the membership database on behalf of the WEEMG committee (currently the Government Office for the South West). The WEEMG's committee reserves the right to expel or suspend membership in the interests of protecting the aims and objectives of the WEEMG.

4.4 The WEEMG's membership database shall not be made available to anyone other than the Committee members and the holder and manager of the database (currently the Government Office for the South West). Its use shall only be for the purpose of administering the WEEMG and contacting the membership by the Committee and also the holder and manager of the database. The database shall not be used to directly promote the products and services of commercial organisations.

#### **5.0 Meetings**

5.1 An Annual General Meeting will be held to receive and approve the Annual Report or Annual Statement by either the Chairman or the Secretary, to receive and approve the Treasurer's financial report and to elect officers. At least 28 days notice of this meeting will be given to all members.

5.2 General and other meetings for the WEEMG will be held at the discretion of the Committee.

5.3 Attendance is open to representatives of member organisations and otherwise by invitation of the Committee.

5.4 At elections and on other occasions, member organisations will be permitted one vote.

5.5 Any vote will be decided by a simple majority in a show of hands among members present who are eligible to vote (those members that have paid their annual subscription for the current year at the time of voting). In the case of an equal vote, the Chairman shall have the casting vote.

5.6 A quorum is deemed to have been formed if at least 7 voting members are present.

#### **6.0 Committee**

6.1 There shall be a Committee comprising Chair, Treasurer and Secretary and up to four other voting members, elected annually by a simple majority at the AGM. Nominations for officers must be notified to the Secretary five working days prior to the meeting. Other vacancies, as they arise, will be filled at the discretion of the Committee.

6.2 A quorum is deemed to have been formed if three Committee Members attend, one of which must be a principle Officer.

#### **7.0 Financial Arrangements**

7.1 The WEEMG is a non-profit making organisation. It shall hold its own bank account for the purpose of receiving membership subscription payment from members and members' organisations and also sponsorship grants and other ad-hoc financial contributions towards the

running of the WEEMG. The WEEMG's bank account will also be used for making payments to cover expenses, such as venue hire, catering costs, and reimbursement of expenses to committee members where these have been incurred for the purpose of administering the WEEMG. Any cheques drawn from the WEEMG's bank account shall require the signature of any two committee members that have been designated by the committee to act as signatories.

7.2 The WEEMG shall not employ salaried or waged staff.

7.3 The WEEMG's financial year shall be from 1 April to 31 March.

7.4 Any surplus of income from membership subscriptions and other financial contributions over expenditure shall be held in reserve for the purpose of meeting any future increased costs or for special events or other purposes that support the aims and objectives of the WEEMG.

7.5 Financial accounts shall be kept by the WEEMG's Treasurer and a financial statement reported to members at each Annual General Meeting. The WEEMG's accounts shall be examined and verified by either a non-committee member of the WEEMG or a third party (e.g. an auditor).

7.6 Annual membership subscription levels shall be determined each year by the Committee.

7.7 The committee shall be responsible for arranging **public liability insurance cover**.

## **8.0 Alterations to the Constitution**

8.1 The Constitution may only be altered, extended or repealed at an AGM or Extraordinary General Meeting, duly summoned for the purpose. Any change shall require a two-thirds majority from the voting membership (those members that have paid their annual subscription for the current year at the time of voting) present at the meeting. A postal ballot may be undertaken in exceptional circumstances. An EGM must be summoned in writing or (E-mail), with at least ten working days' notice.

## **9.0 Winding Up**

9.1 The WEEMG may be wound up by a vote at an AGM or by an EGM called specifically for that purpose. Notice of any meeting for this purpose must be sent to members at least 28 days before any such meeting. Termination of the WEEMG shall require a two-thirds majority of members eligible to vote present at the meeting. If the WEEMG is wound up, the committee shall disburse any surplus WEEMG funds and WEEMG assets to non-profit making projects or non-profit making organisations that promote best practice in energy and environmental management and technology as it sees fit.

## **10.0 Ratification**

10.1 The Constitution was approved by the WEEMG's committee and was offered for ratification at the Group AGM on 6 June 2005. It was approved unanimously.

**6 June 2005-**

**T J Linford Chairman**