

The Fuel Co-op Constitution

1 Name

1.1 The name of the organisation is The Fuel Co-op (here referred to as the Co-op)

2 Aim

2.1 The Co-op exists to support its members to access affordable warmth and to tackle fuel poverty, and to provide co-operative opportunities for community economic development.

2.2 The Co-op will endeavour to uphold the internationally recognised values and principles of co-operative identity as defined by the International Co-operative Alliance.

3 Activities

3.1 The Fuel Co-op will facilitate the purchase/supply domestic heating oil on behalf of members, and any such other activities which support The Fuel Co-op's ability to meet its aims, or as are determined by its members, including but not limited to, research, education, trading and brokerage.

4 Membership

4.1 Membership is open to any person or organisation intending to use the services of The Co-op or who are employees of the Co-op. The services of the Co-op are exclusively for members.

4.2 All eligible applicants will be entered into the Membership list as being Provisional Members. Provisional Membership will last for 2 months. On completion of 2 month's Provisional Membership, Members will become (full) Members, on receipt of appropriate membership fees. These will be payable annually. Access to Co-operative's services may be declined if fees are not received by the Co-op, and Membership may be deemed terminated.

4.3 Members (NOT Provisional Members) are deemed the owners of the Co-op and consequently only they will be invited to participate in the democratic undertakings of the Co-op on basis of one member, one vote.

4.4 Membership may be refused or terminated by the Co-op if The Board considers that an application for Membership is not in the interests of the Co-op or that a Member is deemed to act inconsistently with Co-operative Membership. Those so affected will have the right of appeal to the Board.

5 Management Board

5.1 The Management Board (MB) shall carry out all business on behalf of the Co-op. Membership of the Management Board shall comprise the Chair, Treasurer and Secretary plus up to 2 other members to be elected at the Annual General Meeting (AGM) of the Co-op.

- 5.2 The Management Board post of Secretary shall be filled by the Manager or executive equivalent. If none, then article 5.4 shall apply until one is appointed.
- 5.3 All Officers shall retire from office together at the end of the AGM next after the date on which they came into office though they may be re-elected or reappointed.
- 5.4 If a member of the Board resigns, dies, or whose Membership of the Co-op is suspended or terminated, the Board may appoint someone in their place up to the time of the next Annual General Meeting.
- 5.5 The Management Board may regulate their proceedings as they think fit, subject to the provisions of the constitution, and may include email, phone, and other digital communication.
- 5.6 Any Member of the Board may call a meeting of the Board.
- 5.7 The secretary must call a meeting of the Board if requested to do so by a Board Member.
- 5.8 Decisions require a majority of those participating. Decisions shall be recorded. The Chair does not hold an additional casting vote.
- 5.9 No decision may be made by a meeting of the Directors unless a quorum is present at the time the decision is purported to be made.
- 5.10 The quorum shall be two or the number nearest to one third of total number of Board Members, whichever is the greater, or such larger number as may be decided from time to time by the Board.
- 5.11 A Board Member shall not be counted in the quorum present when any decision is made about a matter upon which that Director is not entitled to vote.
- 5.12 If the number of Board Members is less than the quorum, Board Members may act only for the purpose of filling vacancies or of calling a general meeting

6 Finance

- 7.1 The funds of the organisation shall be paid in to an account or accounts operated by the Board in the name of the organisation. There shall be two signatures on any of the organisation's cheques. The funds of the organisation may only be used to achieve the purposes/aims of the organisation.
- 7.2 The organisation shall keep accounts of its financial transactions. At its Annual General Meeting a Statement of Account shall be presented by the Treasurer. The accounts shall be examined by a competent person outside the organisation.
- 7.3 At the Annual General Meeting the Chair will present a report outlining the activities of the organisation in the previous year and how the funding of the organisation received has been used to carry out its purposes and aims.
- 7.4 There shall be an Annual General Meeting of the organisation of which 21 days' notice shall be given to all the members of the organisation. Nominations for election to the Board must be in the hands of the Secretary before the Annual General Meeting begins. Should nominations

be greater than the number of places available election shall be by ballot [a secret vote].

7.5 A special General Meeting of the organisation may be called when a significant number of people as judged by the Board believe there should be a meeting.

7.6 Minutes of the Annual General Meeting shall be kept.

7.7 The Annual General Meeting shall be considered valid when at least 4 members are present at a meeting.

8 Changes to the Constitution

8.1 The Constitution of the organisation may be altered when two thirds of the Members present and voting at a general meeting pass a resolution. The resolution will be sent out with the invitation to attend the meeting. 21 days notice shall be given of such a meeting.

9 Dissolution

9.1 If the Board decides that the organisation should be dissolved it should call a meeting of all the members, giving 21 days notice. If the proposal to dissolve is confirmed by a two thirds majority of those present and voting the Board shall pass any assets held by the organisation to a local like-minded body.

As adopted at the Annual General Meeting on July 16th, 2013 at Firle Village Hall