



THE LONDON BOROUGHES ENERGY GROUP

CONSTITUTION

1. OBJECTIVES

- a) To provide a non-political forum for discussion and debate of issues relating to energy use and management.
- b) To develop and share best practice.
- c) To provide a platform from which the views of members maybe presented to government, quasi government and other organisations.

2. MEMBERSHIP AND ELIGIBILITY

- a) A member will be an individual directly employed by or representing a public sector organisation with responsibility for energy management
- b) Other appropriate organisations, as permitted by the local Government Goods and Service Act. 1972, may join the Consortium, subject to the decision of the Executive Committee and upon such terms as it may decide.

3. FUNDING AND SUBSCRIPTIONS

- a) An annual voluntary subscription will be requested from each member. The ongoing need for and level of subscriptions will be subject to annual review by the Committee. No eligible Member will be excluded from membership for non-payment.

4. ELECTION OF OFFICERS

- a) The Members shall elect at least seven and a maximum of ten officers to represent the London Boroughs Energy Group and undertake the necessary duties to attain the aforementioned objectives. A minimum of seven officers shall form the Executive Committee.
- b) The Members shall elect the following posts:
Chair
Treasurer
and at least 5 Committee Members.

- c) Secretarial duties will either be delivered by a professional external provider appointed by the committee or a committee member nominated as Secretary.

5. EXECUTIVE COMMITTEE MEETINGS

- a) The Executive Committee shall meet four times in each year and thereafter as required.
- b) An Executive Committee is considered to be constituted when four or more elected or co-opted officers are present.
- c) All Executive Committee Meetings shall be minuted by the Secretary, who shall maintain a comprehensive record of all events.

6. ADMINISTRATION

- a) Secretarial Administration
 - (i) The secretarial administration for all meetings shall be controlled by the Secretary or a person nominated by him/her.
 - (ii) The Secretary shall be responsible for the maintenance of records and minutes relevant to all meetings undertaken by the London Boroughs Energy Group.
 - (iii) The secretary shall be responsible for the circulation of all notices and correspondence.
 - (iv) The secretary shall maintain a tel/fax/email and address list of members
- b) Financial Administration
 - (i) The financial administration shall be the responsibility of the Treasurer.
 - (ii) The Treasurer shall be responsible for maintaining all financial records and the supplying of financial data to Members.
 - (iii) The Treasurer shall be responsible for invoicing Members for the appropriate agreed fees and the collection of such monies.
 - (iv) Payments on behalf of the Consortium may be made with the authorisation of two nominated members of the Executive Committee.

7. AMENDMENTS

- a) This Constitution may be amended by a vote of two-thirds majority of the Members present at an Annual General Meeting or Extraordinary General Meeting, or by votes carried out electronically e.g by email. The proposed amendment shall be voted upon not less than fourteen days after notice has been given to all members.

8. ANNUAL GENERAL MEETING

- a) At the Annual General Meeting (A.G.M) the members shall elect its Officers.
- b) An A.G.M shall be constituted when 25% or more of Members are present. Failure to meet the quorum level shall deem the Meeting to be unconstitutional.
- c) At the A.G.M the Treasurer shall produce a Financial Statement and accounts audited by an independent auditor, and the Chair shall produce an Annual Report.
- d) Each Member body may only have one representative on the Executive Committee. The representative may nominate a deputy to represent his/her interest at the appropriate meetings
- e) The Executive Committee is appointed at the AGM, all posts shall be open for re-election at the AGM. In the event of a mid-term resignation by a member, the remaining members of the Executive Committee shall have the power to co-opt a replacement.
- f) Nomination for Executive Committee posts shall be sought at the time of notification of the AGM.

9. SUB-COMMITTEES

- a) The Committee shall appoint such Sub-Committees as it considers to be necessary.
- b) Committee Members shall select the representatives who shall constitute each Sub-Committee.
- c) Each Sub-Committee shall have a minimum of one Committee Member together with such other representatives who are appropriate to the particular nature of the issue under consideration.