

SURE Energy Constitution

1 Name of the Organisation

The organisation shall be known as ***SURE Energy***.

2 Objectives

SURE Energy shall have a range of objectives related to encouraging the reduction of energy usage in buildings and vehicles in Wharfedale. The main focus will be on insulation schemes and the use of sustainable and renewable energy sources.

The objectives are as follows:

- a. Reduction in energy bills.
- b. Reduction in reliance on imported energy and increased independence from commercial energy suppliers.
- c. Reduction in CO2 emissions.
- d. Increased community awareness of climate change and how changes to our behaviour can reduce it.
- e. Increased skills base of local trades (for example, local builders and building-service subcontractors working on renewable energy projects for the first time).
- f. Stronger partnerships within local communities with lasting social benefits.
- g. Growth of local enterprise in new technologies.

3 Officers of the Steering Team

The work of ***SURE Energy*** shall be guided by a Steering Team.

Executive Officers:

- Chair
- Secretary
- Treasurer
- Marketing Co-ordinator
- Grants Co-ordinator
- Training Co-ordinator

Non-executive Officers:

- Technical advisors
- Minutes secretary

The Steering Team shall use its discretion to co-opt other people with relevant expertise.

4 Membership

Membership of ***SURE Energy*** shall be open to all residents and businesses in the Wharfedale and surrounding areas. Membership from outside this geographic area will need to be approved by the Steering Team. There shall be membership fees as determined by the Steering Team.

5 Meetings

There shall be a Steering Team meeting held each month. All members of ***SURE Energy*** are welcome to attend. Other meetings shall be held as and when appropriate. A quorum shall exist when four (4) officers of the Steering Team are present.

The Annual General Meeting shall be held in October of each year.
The business of the AGM shall be to:

- a. receive the annual report of SURE Energy;
- b. accept the statement of accounts;
- c. elect the Steering Team officers for the forthcoming year.

Extraordinary General Meetings may be requested in writing and signed by at least three members and submitted to the Steering Team. A minimum of 21 days notice shall be given. The notice shall state the purpose of the meeting. No other business may be transacted at these meetings.

6 Decision making

Most decisions will be taken through discussion and by reaching a consensus of the membership. The Steering Team will act in the best interests of various bodies, groups and people therefore decisions will need to be well-informed, using up-to-date and accurate information.

It is envisaged that most decisions will not require a vote, however if a consensus cannot be reached, a simple majority vote by a show of hands will be taken. In the case of a tie, the Chair shall either choose to cast a second vote, or choose to defer the item under discussion until further information can be gained.

7 Finance

An account shall be opened in the name of **SURE Energy** with a recognised bank or building society. All monies received on behalf of **SURE Energy** shall be deposited in that account. Two signatures, one of which will be the Treasurer, will be required to sign all cheques.

A full statement of income and expenditure including an up to date balance sheet will be presented at the AGM. All monies received by **SURE Energy** shall be used to further the objectives of **SURE Energy** and used for no other purpose.

8 Communication

It will be important to ensure communication is effective and efficient so that **SURE Energy's** objectives can be achieved. All members of **SURE Energy** have an important role to take with communication. An annual report will be prepared for distribution through the Otley Town Council's monthly bulletin and regular updates of the work of **SURE Energy** shall be provided through the local press. Posters will be displayed as and when appropriate throughout the town using shop windows and notice boards. All active members are therefore encouraged to assist with promoting the work of SURE Energy.

9 Amendments to the constitution

Amendments to the constitution of **SURE Energy** shall be decided at an AGM or at an Extraordinary General Meeting. An amendment proposal needs to be placed in writing and signed by three members and submitted to the Steering Team no later than 21 days before the proposed meeting. Any amendment so submitted will be discussed by the existing Steering Team and prior to the election of officers for the forthcoming year. Amendments to the constitution require a vote in which at least two thirds of the members present are in favour of the change.

10 Dissolution

If the membership or Steering Team considers that on the grounds of expense or otherwise it is necessary or advisable to dissolve **SURE Energy** a Special Meeting shall be called.

If such a resolution is confirmed and **SURE Energy** is subsequently dissolved, then the Treasurer shall transfer all remaining funds, after payment of outstanding accounts, to Otley Town Council, with the understanding that such funds will be used to improve the sustainable environment of Otley.