

Constitution for DraughtBusterts Reading

1. Name

Draught Busters Reading

2. Aims

2.1 To assist people with limited means living in the Reading area, to reduce their energy costs whilst maintaining their comfort level.

2.2 Methods

- Send trained/competent Draught Busters Reading teams to customer homes, to survey and (within the means of DB.R.) address the draughts.
- Offer advice and guidance on home energy conservation.
- Train volunteers to perform draught proofing to Draught Busters Reading's standards.
- Two or three people may enter vulnerable people's homes and performing necessary works ideally vulnerable clients should have a supporter or family member with them for the duration of the works.
- Provide training to persons in the construction industry at a charge.

3. Membership

3.1 Membership is open to anyone:

- Aged 16 and over.
- Who supports the aims of Draught Busters Reading

Membership begins once a completed application form has been accepted by Draught Busters Reading.

3.2 Ceasing to be a member:

Members may resign at any time in writing or by e-mail to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by (a friend) another person, before a final decision is made.

4. Equal Opportunities

Draught Busters Reading will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of the group will be carried out by a committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than twice a year. The Steering

Group will consist of 3 officer members, and 2 additional members may be co-opted onto the Steering Group at the discretion of the Steering Group.

5.1 The officers' roles are as follows:

- Chair, who shall chair both general and The Steering Group meetings.
- Treasurer who shall be responsible for maintaining accounts.
- Secretary, who shall be responsible for the taking of minutes and distribution of all papers, and may also take the role of
- Membership secretary, who shall be responsible for keeping records of members.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members. Any The Steering Group member not attending a meeting without apology for three months will be contacted by the Steering Group and asked if they wish to resign. The Steering Group meetings will be open to any member of Draught Busters Reading wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings.

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing or online at least 3 weeks before the date of the meeting, giving the venue, date and time. Nominations for the Steering Group may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

The Steering Group will present a report of the work of Draught Busters Reading over the year. The Steering Group will present the accounts of Draught Busters Reading for the previous year.

The officers and The Steering Group for the next year will be elected.

Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Steering Group or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 5 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every year or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 The Steering Group Meetings

The Steering Group meetings may be called by the Chair or Secretary. The Steering Group members must receive notice of meetings at least 7 days before the meeting. The quorum for The Steering Group meetings is three The Steering Group members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Steering Group. Three cheque signatories will be nominated by the Steering Group (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), an authorisation for a payment may be made electronically by two 'signatories', and the treasurer informed.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Draught Busters Reading is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Draught Busters
Reading on:-

Date ...12...../...March.../...2023

Name and position in group: Antony Cowling – Lead DraughtBuster and Steering
Group member

Signed 

Name and position in group Patricia Marcouse ... Steering Group member

Signed 