

Stretton Climate Care

Rules

Adopted at the meeting of the Executive Committee on 30th April 2009

A General Arrangements

1. As provided in the constitution, The Executive Committee (Trustees) shall comprise nine persons including a Chair, Secretary and Treasurer. The Committee shall have the power to appoint from amongst its number a Vice-Chair and such other officers as may be required. The Committee may also co-opt additional persons who are Members of Stretton Climate Care onto the Committee between General Meetings for particular purposes.
2. The Executive Committee may set up a number of Working Groups, to deal with specific issues. Initially, these groups will be proposed and members appointed to these groups by the Executive Committee. The Executive Committee shall have the power to create additional Working Groups as necessary, and to appoint Officers of the Executive Committee, other Society Members, or such other persons as they deem fit, to manage and serve on these Working Groups. At least two members of each Working Group shall be Executive Committee Members. The Working Groups will include (1) Funding and Finance; (2) Publicity and Campaigns (3) Contractors Panel and others as considered to be appropriate by the Executive Committee.
3. A bank account shall be opened in the name of Stretton Climate Care. All cheques to be signed by at least two of the following: Treasurer, Chair, Vice-chair and Secretary
4. The Executive Committee shall keep members informed of events and other developments. The Committee shall meet as often as necessary to conduct the business of the Society, and to draw up terms of reference for the Working Groups to set out how they will operate and report back to the Committee.
5. The Annual General Meeting shall be held normally in October of each year. Notice of the AGM will be given by electronic communications or in writing at least 14 clear days before the AGM. The financial year will end on 31st March to allow the accounts to be made up approved and examined prior to the AGM.

Membership and fees

6. The annual fee for individual Membership will be £5. The fee for Membership for two or more persons in one household at the same address will be £7.50. The fee for Corporate and Voluntary Group
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members will be £10.00. There will be no fee for an Associate Member under 18 (without voting rights) who will be entitled to receive an electronic version of any Newsletter produced.

Equal Opportunities Policy

7. On no account shall the Committee or any member or body acting on its behalf discriminate against any person on grounds of race, nationality, colour, ethnic origin, disability, age, gender, sexual orientation, marital status, religion or politics. Applications for membership from members of minority groups are welcome.
8. The Executive Committee must ensure that the usual accommodation chosen for the Society's general meetings and other public activities, provides access, means of escape in case of fire and suitable toileting facilities for the disabled, as recommended in the Disability Discrimination Act, 1995 and 2005.

Risk management

9. The Executive committee should review the general risks facing the organisation approximately annually or whenever an additional risk becomes apparent. Steps should be taken to avoid or mitigate any significant risks.

Health and Safety

10. Steps should be taken to ensure the health and safety of Trustees, employees, volunteers, service users and members of the public in relation to the work of Stretton Climate Care. Risk appraisals should be undertaken before any event to assess the potential risks. Any necessary measures should be taken to avoid or mitigate any risk to personal health and safety. Where necessary radical changes to activities may be necessary to maintain safety. Particular consideration should be given to maintain the safety of children who may not be as aware of danger as adults. The Publicity and Campaigns Working Group should establish a co-ordinator for each event who will also be responsible for ensuring that a risk appraisal is carried out. All such risk appraisals will be reported to the Vice Chair. Any accidents or near misses should be reported with full details to the Secretary for consideration.

Public Statements

11. Press Releases should only be issued by the Chair, Publicity Officer or Secretary. They should be copied to Trustees and the Project Worker on or before issue so that all can be aware of any statement made. The publicity Officer should consult the Chair or in his/her absence the Secretary prior to issuing a press release.

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12. Normally, contentious letters and press releases should be circulated to the Trustees for comment before being issued. Where the details cannot be agreed, then the letter or press release will not normally be issued until it can be considered by the Executive Committee. If the Chair considers that the letter or press release is sufficiently important and urgent and it is not practical to bring it before the Executive Committee before issuing it, then consultations with the Trustees should take place prior to the Chair deciding whether to issue the press release or letter in its original or amended form taking into account any comments received.
13. Press releases and other publicity material must acknowledge the support of our grant aiding bodies and include any logos and /or statements as appropriate.

Procurement and Contracts

14. The intention of these rules is to ensure that Stretton Climate Care achieves and can demonstrate: value for money; purchases products or services in a fair manner; gives consideration to the use of local products and suppliers; and considers the risks and problems that may arise from the procurement or product or service.
15. In many cases, purchasing may involve the use of grant funds which require competitive quotes or particular standards to be achieved and documentation to be made available on request, sometimes for many years. Therefore documents must be obtained and provided to the Treasurer.
16. In considering the purchase of any product or service (mainly those over £100 in value) consider the following
 - a) Is the expenditure within the Budget allocated and is the budget funded by confirmed income? Check with the Treasurer if necessary. If not, then approval will be needed.
 - b) Have you researched the specification needed and is it clearly defined? Consider quality, price, delivery, reliability of supplier, local alternatives. In terms of services such as design, the cheapest option may not be best value for money.
 - c) Obtain competitive quotes wherever possible or required by a grant aiding body. Approval will be needed where competitive quotes are practical and not obtained.
 - d) Ensure any quotations are fully specified. Who does what, when and where? If payment is required in advance try and avoid this. Consider using a credit card and reclaim the cash ensuring the contract mentions Stretton Climate Care if possible. If payment is required in advance, what arrangements are there for cancellation on either side? Consider the risk of non delivery of

the product or service and what remedy would be available.

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- e) If the supplier provides a statement of terms and conditions read it and check it does not make unreasonable exclusions of liability. If it does do not accept them automatically but go back and negotiate an exclusion of inadmissible terms if possible. This is not possible for some products such as software.
- f) Keep and pass on records of the process/contracts to the Secretary who must advise the Treasurer of commitments entered into.
- g) After purchase, consider the insurance of any products with the Treasurer and update our Inventory.

17. A contract can range from the simple such as buying a light bulb to a hire agreement for the electric bikes. The former still involves the basic ingredients of a contract which are the Offer made by us to purchase. (the price displayed or requested is called an invitation to treat). There must be certainty as to terms-for example which light bulb, what price (called consideration more generally) and when it is to be provided. Most contracts do not have to be in writing but the key features should be agreed and recorded in writing so that should there be any problems there is clarity as to the terms of the contract. The contract record should be copied onto the Secretary.

18. In terms of complex contracts then the use of a solicitor may be necessary. If in doubt on the terms of any contract, Executive members should consult with the Secretary.