



## THE HEAT NETWORK CONSTITUTION

October 2020

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### 1. OBJECTIVES

- 1.1. To provide a non-political forum to discuss and share good practice about district and communal heating within social housing
- 1.2. To bring together different experiences of communal heating and share lessons learnt with colleagues across the sector.
- 1.3. To act as a conduit for social housing input into national heat network policy

### 2.0 MEMBERSHIP AND ELIGIBILITY

- 2.1 A member will be an individual directly employed by or representing a social housing provider, either a housing association or local authority, with an interest in district and communal heating. Members often have experience of district/communal heating and are able to contribute to the 'good practice' documents developed by the group.

### 3.0 FUNDING AND SUBSCRIPTIONS

- 3.1 An annual membership subscription will be determined by the Committee. The ongoing need for and the level of subscriptions will be subject to review by the Committee annually.

### 4.0 COMMITTEE

- 4.1 The Heat Network Committee will consist of a minimum of 4 and maximum of 8 Committee Members, including the Chair, Vice Chair and Treasurer.
- 4.2 All Committee Members will be subject to re-election at the AGM.
- 4.3 A quorum of Committee Members at a Committee meeting will be required for voting to take place. If either 4, 5 or 6 Committee Members have been elected the quorum shall be 3. If either 7 or 8 Committee Members have been elected the quorum shall be 4.
- 4.4 The Committee may second additional non-voting Members for their specialist knowledge or to assist with a particular function. Such non-voting Members shall not count towards quorum.

- 4.5 A Committee Member may authorise a member deputy to act for him/her if he/she is unable to attend.
- 4.6 The Committee shall appoint a Secretariat for the Association and shall outline the duties of the Secretariat.
- 4.7 The Committee meetings shall be minuted by the Secretary, who shall maintain a comprehensive record of all events.
- 4.8 Elections will be held at the AGM each year. Nominations for Chair, Vice Chair, Treasurer and Committee Members will be accepted from any Member and are to be made in writing to the Secretariat by the nominator, agreed by the nominee and submitted prior to the AGM (at least four weeks' notice will be given of the date of the AGM).
- 4.9 Four weeks' notice will also be given of elections required to fill mid-term vacancies. These elections may be held through electronic voting if it would not be practical to hold a full meeting of Association members.
- 4.10 Only 1 Member per organisation should be eligible for election to the Committee. This shall be the Lead Representative for that organisation.

## **5.0 ADMINISTRATION**

### **5.1 Secretarial Administration**

The role of the secretariat shall include:

- Organising the meetings, including venue, catering and speakers
- Gathering information from members to inform the meetings
- Writing up our discussions so they can be shared with other social housing providers
- Establishing and then keeping the website up to date
- Collating consultation responses
- Raising membership and any other invoices and keeping track of payments
- Attending external meetings to represent The Heat Network as required
- Updating members on the activities at each meeting

### **5.2 Financial administration**

- The financial administration shall be the responsibility of the Treasurer
- The Treasurer shall be responsible for maintaining all financial records and the supplying of financial data to members
- Payments of behalf of The Heat Network may be made with the authorisation of two nominated members of the Committee.

## **6.0 CONSTITUTION AMENDMENTS**

- 6.1 Additions and amendments to this Constitution must be agreed by two-thirds majority of the members attending a formally convened meeting.
- 6.2 Members must be notified of this meeting at least four weeks in advance and proposed changes must be provided to members one week in advance of the meeting.

## **7.0 ANNUAL GENERAL MEETING**

- 7.1 At the Annual General Meeting (A.G.M) the members shall elect its officers.
- 7.2 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.
- 7.3 At the A.G.M the Treasurer shall produce a financial statement, and the Chair shall produce an Annual Report.
- 7.4 The 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 Committee shall have the power to co-opt a replacement
- 7.5 Nomination for Committee posts shall be sought at the time of notification of the of the AGM.

## **8.0 SUB-COMMITTEES**

- 8.1 The Committee shall appoint such Sub-Committees as it considers to be necessary.
- 8.2 Committee Members shall select the representatives who shall constitute each Sub-committee
- 8.3 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.