



Colton Oil Syndicate – Constitution

1. Purpose

1.1 The purpose of the syndicate is to facilitate the purchase domestic heating oil at a discounted price for the benefit of its members.

1.2 The syndicate will aim to maximise the environmental and social benefits which working cooperatively can bring.

2. Membership

2.1 Initially, membership of the syndicate is open to all households in the areas of Colton Parish defined as Bandrake Head, Bouth, Colton, Ickenthwaite, Snows, Oxen Park & Rusland).

2.2 Membership is acquired by completing a form giving such details of the household and property as are necessary for effective communication and for efficient oil delivery.

2.3 Information given by members will be kept confidential within the Syndicate and only such information as is necessary for the efficient delivery of oil will be divulged outside of the Syndicate.

2.4 As a condition of membership, members agree that the details they provide may be kept on computer but that all reasonable steps will be taken to ensure the safety and confidentiality of such information and its management in accordance with the Data Protection Act.

2.5 Membership is free of charge

2.6 If a member has not made use of the Syndicate to facilitate the purchase of oil over a 18 month period, then that membership will automatically lapse.

3. Governance

3.1 Members' meetings

3.1.1 Members will normally meet once a year (AGM) for the purpose of:

- reviewing the operation of the Syndicate,
- for making changes to the way in which the Syndicate operates
- for making changes to its geographical area of operations
- for electing membership of the Syndicate working group from the Syndicate membership having due regard for the blend of skills, time, enthusiasm and geographical location necessary for fulfilling the purposes of the Syndicate. (see 3.2.2 below)

3.1.2 The first AGM will be held in February 2013.

3.1.3 An exceptional members' meeting (EGM) may be called either by decision of the Syndicate working group or by 50% of the membership requesting one.

3.1.4 The Chair for an AGM or EGM will be elected at the beginning of each meeting by members attending.

3.1.5 Members will be given at least 6 weeks notice of an AGM or EGM.

3.1.6 Decisions of the membership within the AGM or EGM will, if at all possible, be reached by consensus. Failing this, decisions will be by majority vote of those present.

3.2 Syndicate Working Group

3.2.1 The day to day operation of the Syndicate on behalf of its members will be undertaken by the Syndicate Working Group elected at each AGM.

3.2.2 The Syndicate Working Group will comprise people with the following roles:

- Coordinators for each village or defined geographical area. One coordinator will act as lead co-ordinator whose principal task will be to collate orders and keep a current copy of the membership data base.
- A negotiator to negotiate with the oil delivery companies and do price comparison checks before placing the order.
- A secretary/convener who will service the working group and members' meetings (AGM/EGM)

3.2.3 The Working Group will designate a Chair to chair their proceedings.

3.2.4 The Working Group will comprise a minimum of 4 members and a maximum of ten.

3.2.5 Within the limits placed on group size above, the working Group may co-opt from within the geographic area served by the Syndicate to fill a vacancy or to bring in someone with a specific area of expertise needed by the Group.

3.2.6 No member of the Syndicate Working Group will be paid for the work they do – it will be purely voluntary. Grants or other forms of funding to cover administrative costs incurred are not precluded by this but any such administrative funding will be made clear to the membership as a whole.

4. Variation of this way of working

The way that Colton Oil Syndicate works as detailed in this document can be amended with agreement signified by majority vote of the whole membership and subsequently ratified by majority vote of those attending an AGM or EGM.