

**IN THE MATTER OF THE INQUIRIES ACT 2005**

**AND IN THE MATTER OF THE INQUIRY RULES 2006**

**THE GRENFELL TOWER INQUIRY**

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**EXHIBIT RD2**

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# Constitution

## Association of Composite Door Manufacturers

13<sup>th</sup> September 2002

## Constitution

### Title.

- 1.1 The Association of Composite Door Manufacturers, hereinafter referred to as ACDM, is a body comprising representatives of composite door manufacturers. ACDM shall represent such qualifying bodies in the whole of the United Kingdom.
- 1.2 A composite door, for the requirements of ACDM is a set of door components, which when assembled provide a usable door which qualifies for PAS 23/24 certification. Doors constructed predominantly from PVCU, timber or aluminium are not considered, by ACDM as composite doors.
- 1.3 ACDM aims to become recognised by Councils, Housing Associations, Registered Social Landlords, other public bodies, private sector entities, recognised standards organisations (e.g. BSI, SBD), related trade associations (e.g. BWF, BPF, GGF) and advisory groups in public/private sectors as the authoritative body representing the interests of composite door industry.
- 1.4 ACDM is a company limited by guarantee and is thereby non-profit making. The registered address is 13 Windsor Place, Cardiff, CF10 3BY.



### Aims of the Association

#### 2.1 The aims of the Association are to

- create a separate identity for composite door manufacturers.
- raise the profile of composite door systems within all market sectors including public housing, retail and new build.
- establish a presence on all key decision making bodies.

### Membership.

#### 3.1. Full Membership of ACDM is limited to

- Companies manufacturing composite door sets subject to
  - membership being product related.
  - products achieving a successful test report against PAS 23-1: 1999 and PAS 24-1: 1999.
  - copies of extracts from PAS 23/24 reports being submitted to the Executive Officer with a completed ACDM membership application form. PAS 23/24 extracts must show UKAS accredited test laboratory, test report reference, date of test, test standard clauses and description of test with results and signatures plus printed names of test engineers concerned.
  - tests being conducted by an independent laboratory, accredited to BS EN ISO/TEC 17025 General requirements for the competence of testing and calibration laboratories by a nationally recognised accreditation body (e.g. UKAS or equivalent). Certification shall be related to the door sets subjected to tests.
  - applicants being certified to BS EN ISO 9001:1994 or BS EN ISO 9000: 2002. (Note: existing members are required to obtain certification by 31<sup>st</sup> March 2003)
  - the membership accepting an application, by postal vote with a 75% voting majority being in favour.

- Membership being on an annual basis with provision for the ADM Committee to withdraw membership by a 75% majority vote at the Annual General Meeting or a properly convened extraordinary general meeting.
- 3.2. Applications for membership shall be accompanied by a payment of £1,000.00 joining fee. Upon acceptance as a member an annual subscription of £1,000.00 (or part thereof) is payable. The first payment shall be made within 30 days of notification of the successful application. The annual subscription may vary as determined by an Annual General Meeting.

#### Management.

- 4.1 The complete ACDM membership shall form the controlling Committee. The following Officers shall be elected annually, i.e. at the Annual General Meeting or at other time as shall be determined by the Committee.
- Honorary Chairman. (Director)
  - Honorary Company Secretary (Director)
  - Honorary Technical Director.
- 4.2 An ACDM Board of Directors shall act on behalf of the Committee in the conduct of day-to-day affairs. The ACDM Board of Directors shall report the conduct of its business to the following Committee Meeting.
- 4.3 The ACDM Board of Directors may incur such reasonable expenditure as considered necessary subject to agreement, by the Committee to an income/expenditure forecast at each Annual General Meeting.
- 4.4 The ACDM Board of Directors shall appoint an Executive Officer at each Annual General Meeting.
- 4.5 The Board of Directors and Executive Officer shall be reimbursed with all reasonable expenses in attending Committee Meetings and meetings of the Board plus other authorised functions. Car travel expenses shall be at Inland Revenue permitted rates. The Executive Officer shall be paid a daily fee of £125.00. The number of days employment per month shall be determined by the Board.

#### Finance.

- 5.1 The ACDM financial year shall be the calendar year. Further financial arrangements shall be considered by the Committee.

#### Amendments to the Constitution.

- 6.1 Amendments to the Constitution may be proposed to the Company Secretary for consideration by the next Annual General Meeting. The Secretary shall circulate the proposed amendment/Constitution 14 days in advance of the Annual General Meeting for ratification or otherwise. Amendments to the Constitution shall be approved by a 75% voting majority by those present.

#### Conduct of Business.

- 7.1 The Committee may appoint from its own Members, sub-committees as may be considered necessary. All reports of sub-committees shall be submitted to the Committee through the Chairman for approval or modification.
- 7.2 The Committee or sub-committee may invite the attendance of any person whose specialist knowledge would be of assistance. The co-opted person shall not have the power to vote.

- 7.3 In the absence of any Board Member the Committee shall elect replacements for the necessary period.
- 7.4 The Committee shall elect other Board Members and Officers as necessary in order to accommodate expanding membership and activities.
- 7.5 The Committee shall meet at least four times per year and at such as may be necessary. Voting shall be by those attending the meeting. No resolution shall be regarded as carried unless the majority of the Members present have approved it. Voting shall be on the basis of one vote per Member with the Honorary Chairman having a second casting vote.
- 7.6 A quorum of the Committee shall be five in number. In the absence of a quorum the Honorary Chairman shall vacate the chair and the business discussed at the next meeting.
- 7.7 All notices of meetings of the Committee and Sub-Committees shall provide full particulars of the business to be transacted and shall be sent to Members at least 14 days before the day of the meeting. Minutes of the meeting shall be distributed to Members within 21 days of the meeting.
- 7.8 The Committee shall determine future administrative arrangements.

#### Winding-Up.

- 8.1 A decision to wind-up may be made by an Annual General Meeting, a properly convened Extraordinary General Meeting or, if a quorum cannot be pre-arranged by a time limited postal vote.
- 8.2 In the event of a decision to wind-up, any funds remaining after deduction of all outstanding debts and winding-up costs shall be shared equally amongst current members.

Revised: September 2002

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