

IN THE MATTER OF THE INQUIRIES ACT 2005

AND IN THE MATTER OF THE INQUIRY RULES 2006

THE GRENFELL TOWER INQUIRY

EXHIBIT RD3

Constitution

Association of Composite Door Manufacturers

25th January 2005.

Constitution

Title.

- 1.1 The Association of Composite Door Manufacturers, hereinafter referred to as ACDM, is a body comprising representatives of composite door manufacturers and related manufacturers/suppliers. 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 19 St. Andrews Crescent, Cardiff, GF10 3DB.

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/IEC 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. (Not
 - 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 ACDM 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 (October each year) or at other time as shall be determined by the Committee. Elected Officers shall take up full duties related to their posts with effect from the 1st January following.
- Honorary Chairman. (Director)
 - Company Secretary (Director)
 - Honorary Technical Director.
 - Honorary Marketing 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 a Company Secretary at each Annual General Meeting. The Company Secretary shall be paid a fee of £5,000.00 per annum.
- 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.

Affiliate Members.

- 5.1. The ACDM controlling Committee may award ACDM Affiliate Membership to manufacturers/suppliers, to the industry subject to an application being accepted by a 75% voting majority by those present at the meeting. A £500.00 joining fee must accompany applications.
- 5.2. Affiliate Members of the ACDM shall make payment of an annual subscription of £500.00 or part thereof. Affiliate Members shall be invited to attend ACDM meetings, may contribute to discussions and be invited to take part in specialist sub groups (e.g. Technical Committee), at the discretion on the controlling Committee. Affiliate Members of the ACDM have no voting rights.

ACDM Logo.

- 6.1. The ACDM logo is shown in the ACDM Information Pack and may be used by Members and Affiliate Members subject to the following guidelines.
- Use in standard three colours, or in black only.
 - May only be used by current and fully paid up Members and Affiliate Members.
 - May be added to letterheads and literature as required.

- In the event of a Member or Affiliate Member leaving the Association for whatever reason they must remove all references to the Association from all their documentation within three months, unconditionally.

Finance.

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

Amendments to the Constitution.

- 8.1 Amendments to the Constitution may be proposed to the Company Secretary for consideration by the next Annual General Meeting. The Company 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.

- 9.1 The Committee may appoint from its own Members/Affiliate 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.
- 9.2 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.
- 9.3 In the absence of any Board Member the Committee shall elect replacements for the necessary period.
- 9.4 The Committee shall elect other Board Members and Officers as necessary in order to accommodate expanding membership and activities.
- 9.5 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.
- 9.6 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.
- 9.7 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.
- 9.8 The Committee shall determine future administrative arrangements.

Winding-Up.

- 10.1 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.
- 10.2 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 and Affiliate Members on a pro-rata basis to annual fees.

Revised: 25th January 2005