

CONSTITUTION

RULES AND REGULATIONS

ADOPTED 1994
AMENDED 2000

1. NAME

The Association shall be called "THE AYR AND DISTRICT BRANCH OF THE GLASGOW AND WEST OF SCOTLAND PLUMBING EMPLOYERS' ASSOCIATION".

2. OBJECT

The object shall be:

To promote friendly relations among the Members and protect their interests and to secure mutual support and co-operation in dealing with all matters affecting them.

3. MEMBERSHIP

The Membership of the Association shall consist of firms which term shall include single-man businesses, partnerships, and companies who are established as contractors engaged in plumbing and domestic engineering including related domestic central heating in Ayr and District and such firms shall by virtue of their membership of the Association also be members of The Scottish and Northern Ireland Plumbing Employers' Federation.

4. All applications for Membership shall be dealt with by the Committee of the Association and the decision of the Committee shall be final.

5. For the purpose of representation, each Member shall nominate the person who shall be the proprietor, a partner, a director or an employee with executive rank to the satisfaction of the Committee who shall represent the Member at general meetings of the Association and shall vote on behalf of the member. Other partners or Directors may, if the Committee agree, become Associate Members on such conditions as the Committee may lay down.

6. Membership shall cease upon a Member becoming bankrupt, or granting a trust deed for behoof of creditors' or ceasing to carry on business as a contractor engaged in plumbing and domestic engineering including related domestic central heating in Ayr and District. A Member so excluded shall no longer have an interest in or claim upon any of the funds of the Association or the Federation but shall remain liable for any arrears of subscription.

7. Any Member wishing to retire shall give three calendar months' notice in writing to the Association to that effect, on or before 1st October in any year. The resignation shall take effect as from 31st December following the Member retiring shall cease to have any interest in or claim upon any of the funds of the Association or the Federation but shall remain liable for any arrears of subscriptions.

8. Any /.....

8. Any Member transgressing any of the rules or failing to observe any of the undertakings which may be laid down or acting in any way contrary to the interest of the Association or the Federation shall be liable to be expelled by decision of the Committee. A Member so expelled shall cease to be a Member and shall no longer have any interest in or claim upon any of the funds of the Association or the Federation but shall remain liable for any arrears or subscriptions and will immediately remove the Federation Logo from all Vehicles, Adverts and Letter Headings.

9. **FINANCE**

Every Member on admission shall pay to the Association an Entrance Fee, the amount of which shall be determined by the Council of the Federation. All Entrance Fees shall be Retained by the Association.

Every Member shall pay to the Federation an Annual Subscription consisting of a National Portion and a Local Portion. Subscriptions shall be due and payable on 1st January each year. New Members taken into Membership after 30th June in any year shall pay on admission such part of the subscription as may be determined by the Association in consultation with the Federation.

The Annual Subscription payable by each Member shall comprise an Annual Levy based upon a gradedscale according to operatives employed, or, when inapplicable, as the Federation shall equitable determine.

The rate of levy in respect of the Nation Portion and the maximum and minimum amounts, if any, shall be determined by resolution of the Council of the Federation. The Association shall fix the rate of levy in respect of its own Local Portion in accordance with its own needs and requirements.

10. A Member whose subscription is unpaid on 30th June in any year shall be regarded as being in arrears. A Member in arrears shall forfeit all the privileges of membership until such time as the arrears are paid. A Member still in arrears on 31st December shall cease to be a Member and the Federation and the Association are hereby empowered to take any action necessary to recover the arrears, in which event membership may be restored in accordance with the procedure for admitting new members on such terms and conditions as may be considered fair and reasonable.

11. **OFFICE-BEARERS**

The management of the affairs of the Association shall be vested in a Committee consisting of a President, Vice President and four Committee Members.

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The Committee shall appoint a duly qualified Secretary and Treasurer and fix his remuneration.

Any vacancy by death, resignation or otherwise of any of the Office-Bearers shall be filled up by the Committee and the person so elected shall occupy the same place on the list as that occupied by his predecessor.

12. **ELECTION OF OFFICE-BEARERS**

The Office-Bearers shall be elected by a majority of the Members present at the Annual General Meeting of the Association.

The President shall be elected for two years service.

The Vice-President shall be for two years and shall automatically become President.

All Committee Members will be appointed for service for two years. Retiring Committee Member may be re-elected. It is understood that the retiring President will automatically become a Committee Member.

Nomination papers for election of Office-Bearers will be distributed along with the Notice of the Annual General Meeting.

13. **GENERAL MEETING**

Ordinary General Meetings of the Association shall be held from time to time as and when deemed necessary by the Committee. The Secretary shall with the concurrence of the President, or at the request of two Committee Members, call Special General Meetings of the Association when deemed necessary for the proper conduct of the business of the Association. All General Meetings shall be held in Ayr and only Members of the Association shall be entitled to attend same.

14. **COMMITTEE MEETINGS**

The Committee shall hold as many meetings in the year for disposing of the business of the Association as they deem necessary.

The President or any three Committee Members may instruct the Secretary to call Special Meetings of the Committee for managing the business of the Association.

All meetings of the Committee shall be held in Ayr.

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The Committee may appoint Committees of their number for the transaction of any particular business and with such powers as they deem necessary.

The quorum at a meeting of the Committee shall be three and at all meetings the President shall preside, failing whom the Vice-President, or one of the Committee Members chosen at the meeting.

The Chairman of the meeting shall have a casting as well as a deliberative vote.

15. **DUTIES OF SECRETARY AND TREASURER**

The Secretary shall give notice of all meetings of the Association and of the Committees, attend such meetings, write the minutes, record a faithful and correct account of every transaction that may occur relating to the Association's business, keep the roll of Members and take charge of the documents of the Association.

16. The Treasurer shall collect and disburse the funds or income of the Association, under the direction and control of the Committee and prepare the Annual Accounts of the Association.

17. **GENERAL POWERS**

The Committee shall have the power of mandatories of all Members of the Association; that no Member may pretend ignorance, the Secretary shall furnish every Member with a copy of the Constitution, Rules and Regulations on admission to the Association.

All Members are held to have given mandates.

18. **FINANCIAL YEAR**

The Financial Year of the Association and the Branches shall commence on 1st January and end on 31st December following.

19. **ANNUAL GENERAL MEETING**

The Annual General Meeting of the Association shall be held in Ayr on a date to be fixed by the Committee. Along with the notice convening the Meeting, the Secretary shall send to each Member a Report from the Committee of the affairs of the Association and of the work done during the previous year, having annexed a print of the Treasurer's Statement of Accounts. At the Meeting, the Report by the Directors and the Treasurer's Statement of Accounts shall be laid before the Members for their approval and thereafter the Meeting will proceed to elect Office-Bearers for the ensuing year, and to consider any other business that may be competently brought before it.

20. DISPUTE /.....

20. **DISPUTE WITH MEMBERS**

All disputes between and with the Members or their representatives with reference to the Rules and Regulations of the Association, or to their right or obligations under the same shall be submitted and referred to the Committee, whose decision shall be final and binding on all Parties.

21. **ALTERATION OF RULES**

Additions to or alterations of the foregoing Constitution, Rules and Regulations shall only be made at the Annual General Meeting of the Association, or at an Extraordinary General Meeting called for the purpose. In either case notice must be given in the circular calling the Meeting of the nature of such proposed additions and alterations.