

SNIPF GLASGOW & WEST OF SCOTLAND

Formerly Glasgow & west of Scotland Plumbing Employers' Association



CONSTITUTION AND RULES

April 2011 Version. Agreed and introduced at 2011 AGM.

- d) Each member of the Branch is able to nominate one person of sufficient standing to represent that member at Branch meetings. The nominated person (or a replacement as the Committee may, by majority, so agree) is entitled to vote, as and when necessary, on behalf of the member.
- e) In the event that a member has failed to pay in full its annual subscription due and payable to SNIPEF by 31st March in any year of membership, the membership, (including any rights, duties and privileges thereunder) shall be suspended until the subscription is paid in full.

4. MEMBERSHIP OF THE COMMITTEE

- a) The management and conduct of the affairs and business of the Branch shall be entrusted to a committee of no more than twenty members with five forming a quorum ("the Committee").
- b) A member may have no more than two representatives on the Committee at any one time, however they will only be entitled to one vote.
- c) The Committee members shall be appointed at the Annual General Meeting the exception being the Immediate Past President who shall be a member of the Committee for the ensuing year.
- d) Any resolutions and/or motions will only be validly passed and decided upon if done so by a majority of Committee members present at the meeting at which the resolution and/or motion is being decided.
- e) Each Committee member shall be either a partner, proprietor, director or employee of managerial standing of a member business, or they may be an individual associated with a member provided that, in the opinion of the Committee, it is in the interests of the Branch that the individual becomes a Committee member.
- f) Members of the Committee shall be eligible for election to the following offices, the elected members to which shall be referred to collectively as Office Bearers:
 - (i) President
 - (ii) Vice President
 - (iii) Junior Vice President
 - (iv) Immediate Past President
- g) Committee members shall be appointed and serve for a period of no more than three years, however this period may be extended in the event that there are insufficient nominations.

- c) The Office Bearers shall not serve in their respective office for a period of more than two years, however this period may be extended in the event that there are insufficient nominations.
- d) The AGM, and any other meeting validly convened by the Branch, requires a quorum of five committee members.
- e) Any motion which any member wishes to propose at the AGM, requires to be given in writing to the Secretary no less than three weeks prior to the date of the AGM. Any such motion shall be included in the notification to members of the date, time and venue of the AGM.
- f) The Branch will have the power to appoint sub-branches with the permission of a general meeting and those sub-branches may appoint a President and Secretary. The conditions attached to appointments of sub-branch Presidents and Secretaries will be approved by the Committee.
- g) A record shall be made of Annual General Meeting and shall be open for inspection by any member of the Branch by a written request to the Secretary.

7. MEETINGS

- a) The Committee shall have the power to call general meetings or extraordinary general meetings and/or special meetings when they think it is appropriate at any time or place. At all meetings of either the Branch or Committee the President, whom failing the Vice President or Junior Vice President, shall act as Chairman. In the absence of all of the foregoing, the Chairman shall be decided on the approved motion of any attendee.
- b) All meetings of the Branch (with the exception of those which the Committee consider urgent) must be notified to all members in writing no less than 48 hours in advance, indicating the date, time and purpose of the meeting.
- c) A special general meeting of the Branch must be called upon a request to the Secretary by no fewer than fifteen members of the Branch. The request shall be made in writing by the members desirous of such a meeting, and shall state the purpose for which the meeting is called.

8. FUNDS

- a) All surplus funds of the Branch may be invested as the Committee decide.
- b) The Committee may, entirely at its discretion, award grants to members or otherwise dispose of the funds of the Branch to an amount not exceeding £500 or other such amounts as may be agreed at the Annual General Meeting.

13. BRANCH FUNDS

All monies received for the general purposes and carrying on of Branch activities shall be detailed in the Balance Sheet each year and thereafter carried to a reserve fund. The monies in this reserve fund shall be applied for the general purposes as set out in the objects of the Branch or for any special purpose as approved by the majority of those present at any Annual General Meeting. Notice as to disposal, other than in the power of the Committee, of any part of the reserve funds must be given to all members in advance of the Annual General Meeting.

This version of the Constitution and Rules were submitted for approval and agreed at the Annual General Meeting held on 5 April 2011.