

CONSTITUTION AND RULES

THE BRITISH PACKAGING ASSOCIATION

Adopted on 20th September 2004

TITLE

- 1 The title of the Association shall be "THE BRITISH PACKAGING ASSOCIATION".

OFFICE

- 2 The principal office of the Association shall be at 24 Grange Street, Kilmarnock, Ayrshire KA1 2AR or such other address as may be agreed by resolution of the Executive Council from time to time.

THE INDUSTRY

- 3 The expression "the industry" used herein shall cover the manufacture of boxes, cartons, cases or containers (or components thereof) of every description, made wholly or partially from paper, paper-board, plastic, pulp, metals or similar materials. It will also include the manufacturer and supply of machinery associated with the products mentioned above.

OBJECTS

- 4 The objects shall be: -
- (a) To secure membership of employers engaged in the industry in the United Kingdom.
 - (b) To foster and pursue joint action in respect of matters affecting the industry.
 - (c) To secure cooperation among members.
 - (d)
 - (i) To organize the employers in the industry and so permit collective bargaining in regard to terms and conditions of employment.
 - (ii) To coordinate, regulate, adjust and, when necessary or desirable, alter the recognised terms and conditions of employment in the industry.
 - (iii) To make provision for avoiding disputes between members and employees.
 - (iv) To take such action as may be necessary or desirable for assisting in the settlement of differences between members and their employees.
 - (v) To represent the Members collectively or when so requested, individually in any negotiations with employees, representatives of employees or trade unions, whether registered or not, or in proceedings before a court of enquiry, arbitration or other similar body.
 - (vi) To make such representations as may be considered desirable in connection with legislation, orders or regulations - actual or proposed - likely to affect the terms, conditions and circumstances of employment or the welfare of the employees.
 - (vii) To assist in promoting the supply and quality of labour for the industry by training and other means.
 - (viii) To render members such assistance, pecuniary, legal or otherwise, as may be deemed proper or desirable having regard to these objects.

- (ix) To cooperate with and exchange information with employers' organisations having similar objects in other branches of industry.
 - (x) To join or affiliate to such other organisations as may be considered desirable to further these objects.
- (e) To consider and promote the subjects of costing and estimating and matters in relation thereto.
 - (f) To negotiate, if so desired, arrangements and agreements in furtherance of the interests of the industry.
 - (g) To act in regard to legislative proposals or legislation affecting or likely to affect the industry.
 - (h) To deal with matters relating to the raw materials of the industry.
 - (i) To cooperate in relation to credit and the collection of debts.
 - (j) To inform members of all matters affecting their interests including reports on matters dealt with by the Association.
 - (k) To buy, take on lease or hiring agreement, or otherwise acquire land or any other property, real or personal, movable or immovable, or any interest in such property, and to manage, develop, improve or otherwise turn to the advantage of the Association, and to sell, lease, let on hire, exchange or otherwise dispose of any such property or interest as aforesaid.
 - (l) To borrow money and to mortgage or charge any of its property or part thereof and other securities outright or as security for any debt liability or obligation of the Association or of any other party.
 - (m) To do such other things as may be in the Interests of the industry.
 - (n) To do all such other things as may be incidental or conducive to or as may be deemed necessary or expedient for the attainment of any of the above objects.

ORGANISATION

- 5 The Association shall have regional areas as appropriate given the geographical concentration of member companies. These may include:
- (a) Northern Ireland Area
 - (b) Scottish Area
 - (c) Northern Area
 - (d) Midlands Area
 - (e) London and South of England Area
- 6
- (a) The territory covered by any area may be varied, or a new Area formed, by the Executive Council after consultation with the existing Area or Areas concerned.
 - (b) The minimum number of members including Branch members permitted in any Area shall be four. In the event of the number of members in any area falling below six their representative shall be consulted by an Officer of the Association together with an Officer of adjoining Areas with a view to recommending the transfer of the members to an adjoining Area or Areas. Such arrangements to be confirmed by the Executive Council.
- 7 Each Area shall conform to the Area Rules set out in Appendix II.

MEMBERSHIP

8 Membership of the Association.

- (a) COMPANY MEMBERSHIP - Shall be open to all employers in Great Britain and Northern Ireland in the industry as defined in Rule 3.
- (b) INDIVIDUAL MEMBERSHIP - Shall be open to individual persons who have been an employer as part of a Company who is/was a Member of the Association, such membership being at the discretion of the Executive Council. A subscription set only by the Executive Council shall be charged. The method of obtaining such Membership shall be by invitation from or application to the Association Secretary. They shall have no voting rights.
- (c) HONORARY MEMBERSHIP - Shall be open to individual persons either as part of the industry or outside the industry, at the sole discretion of the Executive Council. They shall have no voting rights.
- (d) OVERSEAS MEMBERSHIP - The Executive Council on behalf of the Association may offer Overseas Membership to companies outside the United Kingdom who are associated with the industry. They shall have no voting rights.

9 Application for Membership shall be in accordance with Rule 2 of Appendix II. An employer having branches or Associated Companies engaged in the Industry shall include all such branches of Associated Companies in his application together with his main place of business and if the application is accepted in accordance with Rule II the applicant shall be a Member in respect of the Area in which his main place of business is situated and a Branch member in respect of each of the other addresses. If an existing Member opens branches or acquires Associated Companies, he shall notify the Secretary and they shall become branch Members forthwith and pay a branch Members' subscription in respect of such membership commencing with the following Financial year of the Association.

10 The Membership application form to be used shall be in accordance with the specimen in Appendix III, or in such other form as may be decided by the Executive Council.

11 New members will be approved in every area by the Executive Council.

12 A firm whose membership has been refused shall have the right of appeal to the President's Committee for his application to be reconsidered. The decision of the President's Committee in such cases shall be final and binding on all parties.

Any such application must be lodged within 28 days following notice of refusal of membership, by the Secretary.

13 Any Member wishing to withdraw shall give at least three months' notice in writing to expire at the end of the Financial Year. The Area or the Executive Council may authorise an exception to the period of notice where, in their opinion, special circumstances exist.

14 Any person, firm or company ceasing to be a Member shall be liable to the Association for any outstanding subscriptions and/or levies due and payable down to the date of such cessation of Membership.

15 Any Member who acts in a manner which is contrary to these Rules or prejudicial to the interests of the Association shall be liable to disciplinary action and may be expelled from the Association. The Secretary shall send written notice to the member concerned detailing the charges brought against him, and shall invite him at not less than seven days' notice to attend an Executive Council Meeting, at which he shall be afforded a full and fair hearing. The Secretary shall send a written statement of the findings resulting from that hearing and where appropriate shall inform the Member of his right of appeal to a special meeting of the Association within fourteen days of the date of issue of that statement. Notice of appeal shall be given to the Secretary. The appeal may be by written application or by personal attendance at the Association Meeting. The Meeting shall have power by a majority of not less than two-thirds of those present to expel any Member from the Association.

EXECUTIVE COUNCIL

- 16 The Executive Council shall be invested with and shall exercise complete Executive powers, provided that in the exercise of these powers it shall do nothing inconsistent with these Rules or the general policy of the Association as laid down from time to time by General Meetings.
- 17 The Executive Council shall consist of:
- (a) The Officers of the Association elected under Rule 21.
 - (b) The chairman of each Advisory Committee, if not otherwise a member of the Executive Council.
 - (c) Representatives elected annually by each Area in accordance with Appendix II
 - (d) Such number of representatives from suppliers as may be decided by the Executive Council.
 - (e) Ex officio and Honorary members in accordance with Rule 24.
 - (f) Such other persons as may be co-opted to the Executive Council in accordance with these rules provided that the co-opted persons shall not exceed one quarter of the whole.
- 18 Where a representative is unable to attend, his Area Committee may appoint in writing a representative to act in his place and such substitute representative shall have all the powers which the original representative should have.
- 19 The Executive Council may co-opt other persons for specific purpose but without powers to vote.
- 20 The Executive Council shall be the sole body to decide on industrial action and such decision shall be conveyed in writing to the Members by the Secretary. Such decisions shall only be taken provided not less than two thirds of those present and entitled to vote are in favour of such action.

OFFICERS

- 21
- (a) The Officers of the Association shall be the President, the Vice-President and the Honorary Treasurer, who shall be nominated and elected annually at the Annual Meeting of the Executive Council. Retiring Officers shall be eligible for Re-election,
 - (b) Such Officers may be removed from Office on the written Proposition of three members of Council and by a two thirds majority vote of those present at any meeting of Executive Council called for the purpose.
 - (c) Those persons holding office as President and Vice-President shall take such action as may be necessary in the interests of the Association subject to report at the next ensuing meeting of the Executive Council.
 - (d) The Honorary Treasurer shall act in a supervisory and advisory capacity, the receipt and payment of monies shall be conducted by the Honorary Treasurer or Secretary and the books of the Association shall be maintained by the Secretary.
- 22 Any casual vacancy may be filled at any meeting of the Executive Council, but any Officer so selected shall hold office only until the next ensuing Annual meeting of the Executive Council but shall be eligible for re-election.
- 23 At all General meetings of the Association or meetings' of the Executive Council, the President or failing him the Vice-President or failing him such person as may be appointed shall act as Chairman of the meeting.

- 24 The Immediate Past President upon ceasing as President as such shall become an ex-officio of the Executive Council for the period for which his successor would normally serve. The Executive Council shall have the power to appoint Honorary Members of the Council subject to reappointment at each Annual meeting of the Council. Any such ex-officio or Honorary Member shall have powers to vote in each case subject to the limitations in paragraph 17 (f).
- 25 The Executive Council shall appoint and may remove a Secretary, Assistant Secretary or such other persons on such terms and conditions as they think fit who shall be responsible to the Executive Council. Such officials shall have no voting rights.

CONDUCT OF MEETINGS

- 26 The conduct of all meetings for transacting any business of the Association or Areas shall be regulated by the Standing Orders set out in Appendix I.

MEETINGS

EXECUTIVE COUNCIL

- 27 Ordinary meetings of the Executive Council shall be held as the occasion arises. Not less than seven days notice by the Secretary or Assistant Secretary shall be given of such meetings.
- 28 A special Meeting of the Executive Council shall be called by the Secretary or Assistant Secretary:
- (a) On the direction of the President; or
 - (b) On the request in writing of any three members of the Executive Council; or
 - (c) Under rule 39 (g)
- by 48 hours notice, which shall specify the business intended to be transacted, provided that in the case of urgency the President may authorise a lesser period of notice. Such notice shall be deemed to have been received at the expiration of 24 hours after the letter containing the said notice is posted.
- 29 The Annual Meeting of the Executive Council (of which 14 days notice shall be given) shall be held in February, March, April, May or June, when the Statement of Accounts, made up to the proceeding 31st December duly audited shall be presented. Officers and Committees elected on the nomination of the Executive Council and any other business transacted.
- 30 Minutes of the Executive Council meeting shall be circulated to all Members within 21 days of each Meeting.

GENERAL

- 31 An Annual Meeting of the Association, to which all Members and the Auditor shall be invited, shall be held in February, March, April, May or June when the Statement of Accounts, as approved by the Executive Council shall be submitted, the Annual Report presented and such other business transacted as may be decided by the Executive Council.
- 32 All General Meetings of the Association shall be called by the Secretary or Assistant Secretary with at least seven days notice.
- 33 A General Meeting of Members shall be called upon by the Secretary receiving from at least three Members written request giving reasonable notice to that effect and of the business to be transacted.

ATTENDANCE AND VOTING

- 34 In the case of the Executive Council Meetings, each Member of the Executive Council shall be entitled to one vote.
- 35 In the case of the General Meetings, each Member of the Association including Branch Members, shall be entitled to one vote.
- 36 Persons attending General Meetings shall be limited to Directors Principals, or such duly accredited representatives of the Member concerned. All such persons so attending shall be deemed to have the power to vote on behalf of the represented Member. Where a Member is represented by two or more persons only one of such persons shall be entitled to vote (see Rule 35).
- 37 The minutes of the Meetings shall be confirmed at the succeeding Meeting.

COMMITTEES

- 38 Advisory Committees shall be elected at the Annual Meeting of the Executive Council in accordance with Rule 29 ie:

- (a) Technical Committee;
- (b) Industrial Relations Committee;

and such other Committees as may be formed from time to time.

The President shall be the Chairman of the Executive Council and all other Committees shall elect their own Chairmen.

Each such Committee shall have powers to co-opt without voting powers.

Meetings of Committees shall be convened by the Secretary or Assistant Secretary at the request of the Committee Chairman. Ad-hoc Committees may be formed and convened by the Executive Council or Advisory Committees as the case may be, such ad hoc Committees to report their findings to the appropriate body. Terms of reference may be given to an ad hoc Committee giving them power to take action.

- 39 The following shall constitute the scope and powers of the Advisory Committees elected under Rule 38:
- (a) The main purpose of the Advisory Committees shall be to deal with such matters as may be referred to than by the Executive Council.
 - (b) They shall have the authority to consider any matter, which they may wish to bring before the Executive Council or pass to another Advisory Committee for consideration.
 - (c) They may obtain information on any matter en behalf of the Association, by enquiry, interview or questionnaire (within limits laid down by the Executive Council) from all Members of the Association, from Areas and from any outside persons, firms or organisations, including any Government Department without first consulting the Executive Council.
 - (d) They may authorise the circularisation to Members, of information on all matters affecting the interests of the trade.
 - (e) They shall have the power to recommend any action to the Executive Council.
 - (f) They shall have full power to act on behalf of the Association when so authorised by the Executive Council on any particular matter.
 - (g) They shall not take any other action without the sanction of the Emergency Committee unless the circumstances are extraordinary, urgent and of grave importance and shall send within two days a full

account or the matter to every Member of the Executive Council. In the event of any member of the Executive Council being of the opinion that a special meeting of the Executive Council should be called to consider any matter on which the action has been so taken, he or they may initiate the calling of such a meeting under the procedure provided by Rule 28.

40 The President, Vice President and Honorary Treasurer shall constitute the Emergency Committee to act in any case of urgency. Any action so taken shall immediately thereafter be reported in writing to the Executive Council.

41 The President and Vice-President shall be ex-officio Members of all Committees.

DUTIES OF MEMBERS

42 Each Member shall:

- (a) Cultivate and encourage good relations in the mutual interest of employer and employees.
- (b) Observe any relevant agreement on terms and conditions of employment entered into by the Association.
- (c) Support the agreed policy of the Association.
- (d) Refrain from making any general alteration in wages or conditions of employment likely to affect adversely the interests of other Members without prior consultation with the Association. This shall not in any way limit the freedom of a Member firm to pay individual merit rates or to introduce incentive, pension and/or profit sharing schemes or to vary any such schemes at their discretion.
- (e) Report to the Association any major dispute or threat of a dispute with a Trade Union.
- (f) Report to the Association any communication or approach by a Trade Union in connection with major labour questions likely in any way to affect the interests of other members.
- (g) Refrain from undertaking during a strike or lockout at the factory of another Member of the Association work which properly belongs to that Member, other than with the consent of the Member of the Association.
- (h) Refrain from employing a worker on strike, locked out, or unemployed as a result of a strike or lockout affecting another Member of the Association, other than with the consent of the Member of the Association.

ASSISTANT TO MEMBERS

43 Any Member who suffers a loss as a result of carrying out a recommendation of the Executive Council may be assisted by the Association in such manner and to such extent as the Executive Council may decide in each case.

FINANCE

44 The Executive Council shall, at a meeting to be held in September or October in each year, estimate the aggregate sum required to meet all expenditure of the Association for the forthcoming year commencing on 1st January.

45 The amount of subscription payable shall be notified to Members before the start of the Financial year.

46

- (a) All Members' subscriptions shall become due and payable on the 1st January in each year.
 - (b) Any member whose subscription or levy is more than one month in arrears shall, if he fails to remit within 10 days after written notice from the Secretary (such notice shall contain a specific reference to this clause), cease to be a Member and his name shall be removed from the Register of Members. Such notice as aforesaid shall only be sent out by the Secretary with the sanction of the Executive Council.
 - (c) The Funds of the Association may be invested in any manner that the Executive Council may direct and shall be applied only in furtherance of the objects of the Association.
- 47 The Executive Council may fix a levy for any purpose covered by the objects subject to a maximum in any one year of twice the annual subscription.

TRUSTEES

48

- (a) There shall be Trustees of the Association, not exceeding four in number, who shall be appointed by the Executive Council, to act as Trustees of the Association for the purpose of holding in their names on behalf of the Association any property investments or other assets of the Association (except any banking accounts), and for the purpose of entering into Agreement on behalf of the Association and enforcing the same and the doing and carrying out of such other acts and things as the Executive Council shall from time to time direct. All the Trustees shall hold Office during the pleasure of the Executive Council and any vacancies may be filled by the Executive Council. The Secretary and Honorary Treasurer for the time being shall be two of the Trustees Association. Any Trustee vacating Office shall, when required so to do, sign and execute any deeds or documents necessary for transferring such property investments and assets as may be directed by the Executive Council.
- (b) The Trustees shall have full power to buy, take on lease or hiring agreement or otherwise acquire land or any other property, real or personal, movable or immovable, or any interest in such property, and to manage, develop, improve or otherwise turn to the advantage of the Association, and to sell, lease, let on hire, exchange or otherwise dispose of any such property or interest as aforesaid.
- (c) Any trustee for the time being hereof being Secretary, Honorary Treasurer or other proper Officer of the Association shall be entitled to receive remuneration by virtue of his Office and his appointment as Trustee shall in no way affect the same.

ACCOUNTS

- 49 The secretary shall send to each member of the association, at least seven days before the Annual General Meeting, a copy of the Statement of Accounts for the preceding year and the Auditor's Report on these Accounts.
- 50 The Secretary shall maintain proper accounting records which together with the Register of members, may be inspected by Members at any time on giving reasonable notice examination of subscriptions paid by any other Members.

AUDITORS

- 51 When this rule came into force the Auditors of the Association for the preceding year of account were Gilespie Anderson & Co, who were Chartered Accountants.
- 52 Gilespie Anderson, and subsequent Auditor or Auditors appointed in accordance with Rule 55 shall continue to be Auditors of the Association until they have been replaced in accordance with the Rule.

The Auditors of the Association shall all be members of the Institute of Chartered Accountants in England and Wales, or of the Institute of the Chartered Accountants in Scotland, and none of them shall

be either Officers or employees of this Association or employ or in partnership with, or in employ of such Officers or employees.

- 53 The Secretary shall include in the Notice for the Annual Meeting of the Association a resolution for appointing new Auditors if:
- (a) The Auditors for the preceding year of accounts shall notify the Secretary in writing before the end of February.
 - (b) The Secretary on the instructions of the Executive Council shall have given the Auditors four weeks notice in writing of his intention to issue the Notice of the Annual Meeting containing such resolution.
- 54 The resolution in the Notice for the Annual Meeting appointing new Auditors shall be passed if approved by a simple majority.
- 55 The Auditors shall audit the Accounts of the Association and shall prepare a Report for circulation to Members with a statement the Accounts. The report shall state whether in the opinion of the Auditors, the Accounts give a true and fair view of the matters to which they relate.
- 56 The Association shall, at the request of any person supply him with a copy of its Rules and of its most recent Annual Return on payment of a reasonable charge to be fixed from time to time by the Executive Council.

COMPLAINTS

- 57 In the event of any complaint by a Member against the actions of any Officer or Official or Committee, such complaint shall be in writing to the Secretary and considered at a Special Meeting of the Executive Council whose decision shall be binding on all parties.

ALTERATION OF CONSTITUTION AND RULES

- 58 No alteration shall be made in the Constitution of the Association or to these Rules (including the Area Rules), except at a General Meeting, at which not less than two thirds of those present, and entitled to vote, are in favour of such alteration. No alteration shall be considered at any General Meeting unless the Secretary shall have received a Notice in writing at least fourteen days prior to the date of any meeting, stating in full the proposed alterations. Due notice of such proposed alteration shall be sent to Members at least seven days before the Meeting.

INDEMNITY

- 59 The President, Vice-President, Trustees, Honorary Treasurer, Secretary and every other Officer or servant of the Association shall be indemnified by the Association against all costs, losses or expenses which any such Officer or servant may incur or become liable to by reason of any contract entered into or act done by him in the discharge of his duty as such Officer or servant, provided that such Officer or servant has acted honestly and reasonably.

INTERPRETATION

- 60 In the event of any question arising at any meeting as to the interpretation of these Rules or in anywise relating thereto or as to the conduct of business at any meeting, the ruling thereon of the Chairman of such meeting shall be final and conclusive.

NOTICES

- 61 All notices to be given hereunder shall be considered to have been duly given if posted pre-paid to the last registered address in the roll of Members. The omission to give any notice to or the non-receipt of

any such notice by any Member shall not invalidate any resolution passed or decision reached at the meeting in question.

DISSOLUTION

62 Upon a Resolution in favour of dissolution being passed at a meeting of the Executive Council, the matter shall be remitted to a General Meeting of the Association, of which at least twenty-one days notice shall be given. Any Resolution either by the Executive Council, or by a General Meeting to dissolve the Association shall be deemed to be effective only if three quarters of those present, and entitled to vote are in favour.

In the event of the Association being dissolved:

- (a) Any balance of funds shall be distributed amongst Members at the date of dissolution in ratio to the aggregate subscriptions and levies paid by them respectively in the previous year: or,
- (b) Any liabilities shall be contributed by Members at the date of dissolution in ratio to the aggregate subscriptions and levies due from them respectively in respect of the previous year.

APPENDIX I - STANDING ORDERS

1. The quorum for any meeting shall, in the absence of any other provision in the Rules be one twelfth, or three, whichever is the greater number, of the Members entitled to attend and vote at the Meeting. A Meeting shall be dissolved if a quorum is not present within half an hour from the time appointed for the commencement of the meeting, but proceedings shall not be invalidated for want of a quorum arising after business has commenced.
2. The Chair shall be taken by the Member authorised by the Rules to do so or, if no such member is present, by a member chosen by the Members present and entitled to vote. The Chairman shall conduct

the meeting in accordance with the Standing Orders and subject thereto his ruling on any matter of procedure shall be final.

3. The agenda, if not circulated before the meeting shall be made available to every Member present at the meeting. Except as otherwise provided in the Rules, each member present and entitled to vote at the Meeting shall have one vote on any question, and no vote by, or on behalf of a member who is not present shall be accepted. In the event of an equality of votes the Chairman of the Meeting shall have an additional casting vote.
4. Voting on any question shall be by show of hands unless a ballot is required by the Rules or demanded by two-thirds of the members present and entitled to vote. In the event of a ballot being required or demanded, two scrutineers shall be appointed by the meeting, who shall be responsible for the issue and collection of ballot papers and shall scrutinise and count the votes. The ballot shall be held at such time during the course of the meeting as the Chairman shall direct. The Chairman shall ensure that all who vote on a show of hands are entitled to do so and shall count, or supervise the counting of, the votes. The results of all voting whether on show of hands or a ballot, shall be declared to the meeting by the Chairman.
5. Except as may otherwise be provided for in the Rules, in the case of an election the candidate or candidates receiving the greatest number of votes shall be declared elected, and any other matter shall be decided by a simple majority of the votes cast.
6. A meeting may be adjourned by resolution carried by two-thirds of the Members present and entitled to vote. At an adjourned Meeting no business that was not on the original agenda shall be transacted.

APPENDIX II – AREA RULES

SCOPE

1. Areas shall have power to manage their own interests except in the case of industrial dispute or where the Interests of Members of any other Area may be affected, in such cases no action shall be taken by any Area without the approval of the Executive Council.
2. Copies of all Minutes of meetings held by Areas shall within twenty-one days of such Meetings be sent to the Association Secretary who shall report to the Executive Council any point of policy which he considers affects any other Area.

3. Any Area or group of Areas may form Study Groups or similar bodies.

OFFICIALS

4. The Officials of the Area shall be the Chairman, and Vice Chairman elected in accordance with Rule 5.

ANNUAL GENERAL MEETING

5. The Area shall during the month of February, March, April or May in each year (but at least 21 days before the date fixed for the Annual General Meeting of the Association) hold an Annual Meeting of its Members to be convened by the Area Secretary to:-

- (a) Elect an Area Chairman and Vice-chairman, who shall be ex-officio Members of the Area Committee.
- (b) The Area Chairman and Area Vice-chairman shall automatically be appointed to serve on the Executive Council as representatives of the Area concerned, where any representative so elected is subsequently elected an Officer of the Association or removed in accordance with Rule 7, the Area concerned may, either in General Meeting or by its Area Committee, elect another representative in his place. Any representative so elected, shall be deemed to be empowered to vote on behalf of the Area and shall be ex-officio Members of the Area Committee. The Area Committee may elect substitutes as occasion may arise.
- (c) Elect representatives of members (up to such numbers as may be decided by the Area) to constitute the Area Committee.
- (d) Transact any other business.

GENERAL MEETING

6. General Meetings of all Members of the Area shall be held as occasion may require. Any such General Meeting may be called on the direction of the Chairman or Vice Chairman, or shall be called upon by the Area Secretary receiving from not less than three Members of the Area with a written request giving reasonable notice to that effect and of the business desired to be transacted.
7. A General Meeting of the Area of which fourteen days notice shall be given by the Area Secretary and which shall specify the business to be transacted may, by resolution, remove any elected representative or official.

COMMITTEES

8. The Area Committee shall be elected in accordance with Rule 5 (c) above. A Meeting of the Area Committee shall be called:
 - (a) On the direction of the Chairman or Vice Chairman, or:
 - (b) On the request in writing of any three Members of the Committee.

Meetings of the Committee shall be called by the Area Secretary with not less than forty eight hours notice but, in case of urgency, the Chairman may authorise a shorter period of notice by telephone. One-third of the Members comprising the Committee for the time being shall constitute a quorum.

9. Ad hoc Committees may be appointed either in General Meeting or by the Area Committee for such purposes and with such powers as may be deemed fit.
10. The Area Chairman, Vice Chairman and Immediate Past Chairman shall constitute an emergency Committee to act in any case of urgency. Any action so taken shall, thereafter, immediately be reported in writing to all members of the Area Committee.

MEMBERSHIP

11.
 - (a) Applications for Membership shall be dealt with by the Area Committee on a form in accordance with Appendix III.
 - (b) The application shall be signed by one Member as a proposer and by another Member as a seconder, one of which shall be a Member of the appropriate Area.
 - (c) An applicant may be recommended for election to the Executive Council provided that not less than three-quarters of those present and entitled to vote are in favour of such recommendation.

AREA SECRETARY

12. The Executive Council of the Association may appoint an Area Secretary in consultation with the Area concerned on such terms and conditions as the Executive Council may think fit.

GENERAL

13. The general provisions of the Constitution and Rules shall be applied to the administration and proceedings of the Area.

APPENDIX III

MEMBERSHIP APPLICATION FORM

We hereby apply for: Full/Overseas* Membership

Of the BRITISH PACKAGING ASSOCIATION

signed.....
(Proprietor/Partner/Director/Secretary)

Company.....

Address.....
.....
.....
.....
.....

Contact:

Tel:

Fax:

Email:

Date:

Proposed by:

Seconded By:

.....
.....

.....
.....

*Please delete as appropriate

(N.B. Area Membership will be vested in locality of Company Address)

Please return to:

Mrs Lorna Quinn
The Secretary,
British Packaging Association,
24 Grange Street
Kilmarnock
Ayrshire
KA1 2AR

Tel: 01563 570 518
Fax: 01563 572 728

E mail: npc@natpack.org.uk

APPENDIX IV

BRITISH PACKAGING ASSOCIATION

OVERSEAS MEMBERSHIP

NOTES AND RULES

The Association offers OVERSEAS MEMBERSHIP to Companies outside the UK who are associated with The INDUSTRY

The subscription for Overseas members shall be fixed annually as decide by the Executive Council of the Association.