

Constitution

1. Introduction

This Constitution was established by vote of the Founding Members on 4 March 2004 to define the structure and mode of operation of the Association.

2. Identity

The group will be known as the BUILDING CONTROLS INDUSTRY ASSOCIATION, abbreviated when appropriate to BCIA. The Association has produced a personal logo that may be used by Full Members in the promotion of their companies.

3. Founding Members

On the date of establishment of this Constitution there were 40 Founding Members.

4. Terms of Reference

- Protect the reputation of the BCIA and ensure its high standards are maintained.
- Address issues of concern to BCIA Members and recommend mutually acceptable solutions and courses of action.
- Provide a forum for the resolution of conflicts between BCIA members.
- Address issues of benefit to the building controls industry as a whole and formulate representations to other bodies.
- Make representation to the Confederation of Construction Specialists, and other bodies, to lobby for and take actions to resolve identified abuses and problems.
- Engage with government.
- Direct and support the work of the BCIA Groups.
- Keep BCIA Members abreast of the work of the Management Committee and its Groups through direct reporting at the quarterly Members meetings and via the Newsletter, web site and any other medium deemed practical.

5. Membership

5.1 Full membership of the BCIA is open to companies who are:
a) manufacturers, installers, assemblers or sole importers of building control equipment, or
b) where it can be shown that at least ninety per cent of turnover is associated with the provision of specialist control systems skills.
Membership is subject to acceptance by two-thirds of the current Full Members.

Each Full Member company is entitled to one seat on the BCIA Committee (Members meeting).

5.2 Associate membership is open to any professional not directly employed, which includes self-employed, in the building controls industry. Membership is subject to acceptance by the Management Committee. The Committee has the veto to cancel an Associate's membership at any time.

Associate members have access to the BCIA Technical Training Programme, Contracts Working Group Seminars, and the Building Controls Industry Conference, plus other events as deemed by the Management Committee.

6. President and Officers

President and Vice President: The BCIA shall have a President and Vice President elected from the representatives of the current Full Members and will each serve for two years. Nomination of Members for the positions will be followed by a secret ballot. Members may also volunteer themselves for these positions. No person may be elected to serve as President or Vice President for more than two consecutive two-year terms.

Management Committee: It is the role of the Management Committee to action, directly or through the Groups, the agreed, collective instructions of BCIA Members. The Management Committee shall comprise eight members, consisting of the presiding President and Vice President, together with six other members (consisting of an equal number of manufacturers and installers) drawn from the Full Members. Election to these posts shall be by self nomination and secret ballot. At the end of each year the two longest serving members, excluding the President and Vice President, will step down. The two 'stand down' members shall be eligible for re-election. During the first two years of the Management Committee when length of service is still being established, the two 'stand down' committee members will be selected by joint agreement.

No other officers shall be elected or appointed (taking into consideration item 9 below) with the exception of a paid BCIA Executive Officer. The

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Executive Officer shall be accountable to the Full Members corporately.

7. Policy Direction

Policy shall be directed by decision of BCIA Members either in attendance or by written proxy via the BCIA Executive Officer. Implementation of policy shall be by the Management Committee in conjunction with the BCIA Executive Officer and Members as appropriate.

8. Management Accounts

All membership fees and other BCIA monies shall be held by the Association's umbrella organisation. Annual management accounts shall be approved by the BCIA Management Committee. The remuneration and expenses of the BCIA Executive Officer will be processed by the President of the BCIA within a budget agreed by the BCIA Management Committee.

9. Council

The President of the BCIA (or appointed representative) shall represent the Association on its umbrella organisation's council.

10. Meetings

There shall be four plenary meetings in each calendar year. One of these plenary meetings will be the BCIA Annual General Meeting. The convening of additional plenary meetings is not precluded.

11. Voting Rights

At plenary meetings each Full Member Company will be entitled to one vote only, including the BCIA President and Vice President. In the event of a tie no casting vote will be permitted and the motion will be void. For any voted decision to be valid a quorum of fifty per cent of Full Members, including any proxies, must be achieved. A simple majority, including proxies shall be required in all cases except as stated in clauses 5, 14, 16. Associate members may attend the quarterly plenary meetings but do not have voting rights whatsoever.

12. Attendance at Meetings

There is no limit to the number of representatives of Full Members attending plenary meetings, but only one representative may vote on any issue.

13. Groups

13.1 General

There shall be four initial Groups to address specific activities, as instructed by the Management Committee on behalf of the BCIA Members. Currently these Groups are:

- i) Contracts
- ii) Marketing
- iii) Skills Development
- iv) Technical

Other Groups may be formed in the future, by decision of the Management Committee and agreed by BCIA Members, to address other subjects as the need arises.

Any expenditure incurred by Members must be referred to and approved by the Management Committee.

13.2 Members and Representatives

Each Working Party shall have a minimum of three members with no upper limit*, except that each Full Member

company shall not have more than one representative on any one Group without the express agreement of BCIA Members. Group members shall be selected by self-nomination and accepted by the Management Committee by simple majority. No right of veto will apply.

(*It is not anticipated that numbers on the Groups will become unmanageable, but should that become the case, then the Constitution permits the Management Committee to use its own judgement in providing a workable solution.)

13.3 Chairmanship

Chairmen shall be selected by internal election from Group Members. The Chairman shall serve a two-year term, but is eligible for re-election.

13.4 Aims and Objectives

The scope and strategic aims and objectives for any Group shall be set by the Management Committee and agreed by BCIA Members. Development of these aims and objectives will be the responsibility of the Groups.

13.5 Project Teams

Project Teams may be formed on the initiative of the Groups to address specific tasks.

13.6 Meetings

Yearly Group and Project Team meetings shall be scheduled in advance to provide sufficient notice to their members.

13.7 Reporting

The progress and findings of Groups (and Project Teams) shall be reported by:

- a) circulation of the minutes of their meetings to all Full Members, and
- b) Group Chairmen or their representatives personally reporting at each plenary meeting.

13.8 Tenure of Membership

Individuals may remain as members of Groups or Project Teams until they resign, their tasks are completed, or are terminated by decision of the Management Committee.

13.9 Associate Members

Unless invited, Associate members are not eligible to attend any of the Working Groups.

14. Membership Conditions

Conditions of BCIA membership may change subject to the approval of two-thirds majority of Full Members.

15. Membership Fees

Membership fees shall be set at the last plenary meeting in each calendar year by majority decision of the BCIA Members. Fees shall become due on 1 January in each year. Any Member whose fees have not been paid within ninety days of the due date shall have BCIA services withdrawn until such time as they are paid.

16. Revision of Constitution

Any proposed revisions to this Constitution shall be presented by email or in writing together with proxy ballot papers for decision at the next plenary meeting. All revisions shall be subject to the approval of a two-thirds majority of Full Members.