

**CONSTITUTION**

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|  | **Title** |
|  | The name of the organisation shall be “The Midland Construction Safety Association” hereinafter referred to as the Association |
|  | **Objectives**  |
| 2.1 | To promote interest in health and safety among construction and other interested organisations and to encourage member firms in the study, application and improvement of accident prevention methods. |
| 2.2 | To foster and develop the spirit of co-operation between client, employer and employee as regards health and safety arrangements and to encourage the establishment of active and efficient safety management on sites and production units. |
| 2.3 | To discuss accidents and incidents, especially those reported by members, with the objective of identifying and minimising similar risk in Members own organisations. |
| 2.4 | To afford facilities for the pooling and dissemination of knowledge, for the study of the appropriate statutory requirements, for the promotion of innovative solutions, lectures and discussions, and for such other activities as may further the general objectives of the Association. |
|  | **Membership** |
| 3.1 | Membership of the Association shall be open to any individual, company and organisation having a vested interest in the construction industry, on payment of the appropriate subscription. HSE Inspectors, present and past Presidents of the Association shall be Honorary Members. |
| 3.2 | Where the individual has either been a member or has represented a member company for 5 years or more and has been a regular attendee, he/she upon reaching the statutory retirement age, shall be regarded as a retired member and will not be required to pay a subscription. |
|  | **Executive Committee**  |
| 4.1 | The Executive Committee shall consist of not more than 12 persons who have been members of the Association for a minimum of 2 years and who have been elected at the annual general meeting. |
| 4.2 | The Executive Committee shall appoint from within, Executive Officers, namely: President, Chairman, Vice-chairman, Secretary and Treasurer. |
| 4.3 | Committee members shall serve for one year, except the elected Chairman who will serve as Chairman for a period of 2 years.  |
| 4.4 | The Vice-chairman will automatically take up the Chair when the outgoing Chairman’s 2 year period of office ends.  |
| 4.5 | The Executive Committee may appoint any ordinary member onto the Committee to fill a vacancy. Any member so appointed shall retire at the next Annual General Meeting. |
| 4.6 | The Executive Committee shall meet as and when required to do so and the quorum shall be six. |
| 4.7 | The Executive Committee may co-opt ordinary members to serve on the Committee in addition to the elected 12 members in an advisory capacity for any specific purpose. |
| 4.8 | Committee Members who fail to attend meetings without good reason may be asked to stand down at the decision of the remaining Committee Members. |
| 4.9 | The purpose of the Executive Committee is to manage the affairs of the Association and to organise the programme of events. |
| **5**  | **Subscriptions**  |
| 5.1 | The Annual Subscription shall be the amount agreed by the Members present at the AGM. Subscriptions shall be paid in full within 60 days of the Secretary sending out the demand. Failure to pay within the stated period may mean that attendance at meetings could be refused until the said fee is paid. |
| 5.2 | New members joining after 30th September will be entitled to a discounted subscription for the period remaining to the next AGM.  |
| 5.3 | An organisation wishing to appoint more than one regular attendee may do so whereby each additional member will be charged 50% of the normal subscription rate. |
| **6** | **Ordinary Meetings** |
| 6.1  | Ordinary meetings of the Association shall take place on 6 occasions throughout the year, at such time and place as may be fixed by the Executive Committee. The Annual General Meeting may be held on the same day as an ordinary meeting. |
| 6.2 | Members are encouraged to bring along guests at no extra charge, provided that the same guest may not attend more than 2 meetings in any one year. Members wishing to bring along more than one guest to a particular meeting shall seek permission of the Secretary beforehand. |
| **7** | **Annual and Extraordinary General Meetings** |
| 7.1 | An Annual General meeting shall be held in April each year |
| 7.2  | Extraordinary General Meetings shall be convened by the Secretary:1. on request by a majority of the Executive Committee, or
2. on request in writing by not less than 10 ordinary members. Such a request shall be signed by all these members and shall state the business proposed to be transacted.
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| 7.3 | At an Extraordinary General Meeting no business shall be transacted other than that stated in the notice convening the meeting. |
| 7.4 | The quorum for an Extraordinary General Meetings shall be 10 members. |
| 7.5 | Voting at Extraordinary and Annual General Meetings shall be by a show of hands unless the Chairman shall decide otherwise. Only one vote per paid up member will be allowed. Guests will not be permitted to vote. In the case of an equality of votes the Chairman of the meeting will have the casting vote. |
| 7.6 | All notices for Annual and Extraordinary General meetings shall specify the place, date and hour of the meeting, the nature of the business to be transacted and shall be sufficiently given if posted to the last known address of each Member company appearing in the Membership Register. In the case of the AGM, members shall be notified at least 14 days in advance and for Extraordinary Meetings 10 days in advance. |
| **8** | **Elections** |
| 8.1 | Nominations for members of the Executive committee shall be submitted to the Secretary prior to the start of the AGM on a form supplied by the Secretary for that purpose. All nominations shall be seconded and approval of the nomination acknowledged by the nominee. If a ballot is necessary, ballot papers will be distributed at the meeting. These will be collected and scrutinised by the Treasurer. The result will be announced before the end of the AGM. |
| **9** | **Record keeping** |
| 9.1 | The Secretary shall prepare and distribute minutes of all meetings and circulate an attendance book at each meeting. |
| 9.2 | The Treasurer shall keep such books and records relating to the financial affairs of the Association as are necessary to the proper function of his office. |
| **10** | **Annual report** |
| 10.1  | The Chairman shall report to the AGM on the activities of the Association and the Treasurer shall present a Statement of Accounts. |
| **11** | **Amendment of the Constitution** |
| 11.1 | Any proposal for an addition to, alteration of, or deletion of an existing item of the constitution shall, before becoming effective, receive a two-thirds majority vote of the voting members present at the AGM or EGM. |
| **12** | **Interpretation of Constitution** |
| 12.1 | The Executive Committee shall have the power to determine any question that may arise concerning the interpretation of Constitution or any part thereof. |
| **13** | **Dissolution** |
| 13.1 | The Association may at any time dissolve by consent of two thirds of the members who must sign an instrument of dissolution and after payment of all debts, the remaining assets shall be awarded to charities decided at the time by those present at the dissolution meeting. |