



Constitution of Rules of the Subsidence Forum

1. Introduction

The name of the Association shall be the “Subsidence Forum” (referred to in this constitution as “the Forum”).

The Forum was established in May 2004.

The Forum has the following mission statement -

“To represent all those interested in or affected by subsidence and to promote professional and technical competence in all aspects of subsidence practice.”

2. Objectives

The Forum shall have the following objectives –

- a) To improve public awareness of subsidence issues;
- b) To promote the subsidence industry;
- c) To improve lines of communication between all parties involved in subsidence;
- d) To improve quality and standards throughout the industry;
- e) To encourage the use of competent suppliers;
- f) To encourage the use of warranties and guarantees where appropriate
- g) To establish a centre of shared knowledge and exchange of non-competitive information.

3. Competition Law

The Forum has determined that its activities shall not contravene free and lawful competition and that EC law will be strictly complied with. Whilst conduct and responsibility remains with individual delegates The Forum has a code of conduct regarding Competition Policy and any party with any concern regarding compliance with the Code of Conduct or the law should raise their concern(s) immediately with the chair of the forum.

The chair of any forum may at any point terminate any discussion considered to constitute breach or have potential to breach competition law.

4. Membership

Membership of the Forum is available to companies or organisations that are involved in the subsidence industry. Admission to membership is at the discretion of the Executive Committee. The Chairman may approve membership on behalf of the Executive Committee. The Executive Committee has the right to withdraw membership if the company or individuals within that company or organisation:

- a) is not complying with the constitution of rules of the forum.
- b) fails to pay its fees/subscriptions within 3 calendar months of the invoice date
- c) behaves in a manner considered by the Executive Committee to be detrimental to the interests of the Forum
- d) is in receivership, administration, administrative receivership or is winding up

Cessation of membership shall not preclude the ex-member from subsequent re-admission to membership.

5. Finance of the Forum

The Forum is a non-profit-making organisation.

The Executive Committee will administer the management of the finances towards the promotion of its objectives. The monies from the Forum will be kept in the Subsidence Forum bank account which will be managed by the Secretariat (AGM).

The financial year of the Forum shall be from 1 June to 31 May each year but this may be changed by resolution of the Executive Committee.

The annual membership fee is £100 (+VAT) corporate membership and thereafter shall be set by the Executive Committee. Fees for members joining will be pro rata if there is less than 9 months of the year remaining.

Payment of membership entitles companies or organisations fully paid up to one vote.

No Member appointed to any office within the Forum shall receive any remuneration or other benefit in money or money's worth from the Forum with the exception of reasonable out of pocket expenses at the discretion of the Executive.

6. Dissolution

If the Forum is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid to or distributed among the Members of the Forum, but shall be given or transferred to any Forum or Association having similar objectives to the Forum (and one which prohibits the distribution of its or their income and property to an extent at least as great as is imposed on this Forum by the terms of this document), chosen by the Members of the Forum at or before the time of dissolution. If that cannot be done, then the remains of any property shall be given to some charitable object chosen by the Members.

7. Meetings of the Forum

The Forum shall hold an Annual General Meeting.

At least 10 members of the Forum, or the Executive Committee, may at any time require the Secretariat to convene a general meeting of the Forum. In convening such a meeting the Secretariat shall give not less than 21 days notice to members.

8. Executive Committee

The affairs of the Forum shall be directed by an Executive Committee according to the following –

- a) The Executive Committee shall consist of the Chairman, Vice-Chairman and Immediate Past Chairman and leaders of the Interest Groups
- b) At the discretion of the Chairman, other representatives may be invited to the Executive Committee.
- c) The maximum number of members on the Executive Committee shall be 20
- d) A minimum of 5 members of the Executive Committee shall be present to constitute a quorum;
- e) No more than two members from any one subscribing company shall sit on the Executive Committee.
- f) Each member of the Executive Committee shall have one vote. The Chairman shall have a second, or casting, vote in the event of equality.

The Executive Committee will undertake regular reviews of the rules and processes of the Forum with a view to ensuring that these cannot be construed as comprising anti-competitive practices or provide a framework for members of the Forum to carry out such practices.

The Executive Committee may establish and maintain sub-committees and steering groups, and may delegate matters to them.

The Executive Committee may appoint technical panels to advise and assist it.

9. Chairman, Vice-Chairman and Immediate Past Chairman

The Members may each second year nominate for election at the AGM a Vice-Chairman of the Forum. Nominations for the role must be proposed and seconded by the existing members and must be received by the secretariat at least 28 days before the AGM. The duly elected Vice-Chairman will be automatically elected to the position of Chairman, when the preceding Chairman’s term of office expires (the preceding Chairman will then become the Immediate Past Chairman), or immediately upon the unexpected loss of the existing Chairman. In this event the Vice-Chairman’s position will be filled by special ballot of the Members.

10. Revision of the Constitution

The Forum shall amend this constitution, provided that at least 75% of the attending member companies or organisations of the Forum vote in favour of amendments at a meeting for which a minimum of 21 days prior notice has been given and the relevant amendments circulated not less than 10 days prior to that meeting.
