

## FeRFA BYE LAWS

### 1. TITLE

The Organisation shall be called the **Resin Flooring Association**.

### 2. MISSION STATEMENT

FeRFA is an association of experienced, qualified manufacturers, contractors and other associated companies dedicated to improving the quality and perceived value of installed in-situ resin flooring for its end user customers.

It will do this by:

- Becoming the established source of knowledge, expertise and professional working practices in the Resin Flooring Industry in the UK;
- Ensuring the proper maintenance of health and safety procedures;
- Establishing quality & code of practice criteria for all members covering all aspects of development, manufacturing, supply and installation of in-situ resin flooring;
- Creating universally accepted product definitions and performance criteria in line with British and European Standards;
- Creating industry-leading standards of training for new and existing applicators of resin floorings and surface preparation;
- Providing recognised sources of independent technical advice for all interested parties.

### 3. MEMBERSHIP

#### 3.1 Applications for Full Membership

All applicants shall:

- Complete the Association's Application Form
- Accept and agree to comply with the relevant FeRFA Code of Practice
- Support the activities of the Association

**Additionally:**

#### **RESIN FLOORING CONTRACTORS shall:**

- Be trading for at least one year and provide one year's trading accounts
- Provide 2 trade supplier references
- Provide details of successful resin flooring projects
- Use products from a reputable and quality assured manufacturer
- Be vetted by the Chief Executive Officer

*(In exceptional circumstances the requirements may be varied at the discretion of the Council with a minimum of two thirds majority in favour of acceptance.)*

#### **SCREED FLOORING CONTRACTORS shall:**

- Be trading for at least one year and provide one year's trading accounts
- Provide 2 trade supplier references
- Provide details of successful screed flooring projects
- Use products from a reputable and quality assured manufacturer
- Be vetted by the Chief Executive Officer

*(In exceptional circumstances the requirements may be varied at the discretion of the Council with a minimum of two thirds majority in favour of acceptance.)*

#### **SURFACE PREPARATION CONTRACTORS shall:**

- Be trading for at least one year and provide one year's trading accounts
- Provide 2 trade supplier references
- Provide details of successful surface preparation projects
- Be vetted by the Chief Executive Officer

*(In exceptional circumstances the requirements may be varied at the discretion of the Council with a minimum of two thirds majority in favour of acceptance.)*

**RESIN FLOORING MANUFACTURERS shall:**

- Demonstrate resin flooring products manufactured have a successful proven track record of over two years
- Be proposed by a Contractor Member
- Supply resin flooring products to reputable and competent contractors
- Have ISO 9002 certification
- Provide product training to Contractor Members
- Be vetted by the Chief Executive Officer

**3.2 Applications for Associate Membership**

All applicants shall be companies involved indirectly with the manufacture, application and maintenance of resin flooring such as: -

- Surface Preparation Plant Suppliers
- Suppliers to Manufacturer Members
- Sub-floor Material Suppliers
- Floor Cleaning Machine Suppliers
- Floor Cleaning Contractors
- Test Houses

Either a Contractor or Manufacturer Member shall propose Associate members.

**4. CESSATION OF MEMBERSHIP**

Full or Associate Membership of the Association shall cease if:

- a member is in Liquidation or Administrative Receivership or becomes bankrupt or makes an assignment in favour of his creditors;
- a member materially changes his business activities;
- a member gives notice of his intention to withdraw;
- a member's subscription has not been received within three months from the date of written application by the Association for the subscription;
- by a vote of not less than two thirds of the Full Members present at a General Meeting, of which due notice has been given that the matter will be considered, it is decided that it is against the interest of the Association that a Full or Associate Member shall remain in membership.

**5. MANAGEMENT STRUCTURE**

**5.1 Council**

Unless otherwise determined by a General Meeting, the Council shall normally consist of 16 members, of which a maximum of four may be Associate members. The Council shall be elected at the Annual General Meeting. The Council at the first meeting following the AGM will elect the Chairman and Vice Chairman, who shall be full members. Nominations for Vice Chairman shall be made prior to the first Council meeting. The period in office will normally be two years subject to re-election. The Vice Chairman will normally take the Chairmanship following that period. The Chair and Vice Chairmanship will alternate between Manufacturer and Contractor members.

Council has the power to co-opt any member to fill a vacancy and Council members shall vacate their position if they cease to be a full member. Council members would normally be expected to attend at least 50% of Council meetings in each association year, failure to do so would require them to vacate their position on Council.

Council will normally appoint the Chief Executive Officer, Secretary and any other Officer. Council will also agree their annual remuneration and terms of employment.

**5.2 Committees**

The Council may appoint such committees or sub-committees as deemed necessary and may delegate to them such matters as it sees fit.

**5.3 Voting Rights**

Voting Rights will be limited to full members only. More than one delegate may represent each member. However, voting will be restricted to one vote per Full Member.

Twenty-One days notice in writing of each General Meeting shall be sent to each Member.

**5.4 Resolutions**

All decisions by the Association shall be taken by a simple majority of those entitled to vote.

**6. FINANCE**

**6.1 Financial Year**

The financial year of the Association shall be from 1 October to 30 September.

**6.2 Fees and Subscriptions**

The Council shall agree the subscription fees to the Association.

**6.3 Accounts**

Members will finance their own travel and participation in the affairs of the Association. The Association shall cause proper books of accounts to be kept under the supervision of the Secretary with respect to:

- All sums of money received and expended by the Association and the matters in the respect of which such receipts take place
- The assets and liabilities of the Association.

**6.4 Auditors**

The accounts of the Association shall be examined and the correctness of the income and account balance ascertained by a qualified Auditor, under the responsibility of the Secretary.

**7. CHANGES TO BYE LAWS**

The Council shall have power at its discretion to change the bye laws or to add or amend, alter or repeal any bye laws or regulations so made. Providing appropriate notice is given and such changes are accepted by a two thirds majority of the full Council.