



CONSTITUTION OF THE NORTHERN IRELAND POLYMERS ASSOCIATION

1. Name and Constitution

The name of the Association is the Northern Ireland Polymers Association and shall be referred to as “the Association”.

2. The office of the Association shall be at the address of the workplace of the incumbent Executive Officer or Secretary.

3. Objects

The objects of the Association are: -

To improve the competitiveness, prosperity, efficiency and status of the Northern Ireland Polymers Industry (the “Industry”).

To provide a representative forum through which the Industry can communicate effectively and authoritatively with Government and other influential bodies on all matters relevant to the Industry.

The Association will: -

- seek to be representative of all companies operating in the Industry in Northern Ireland;
- operate through a committee elected by the members;
- seek participation from all members in identifying and examining matters relevant to the Industry;
- address specific needs of the industry in relation to Training, Investment, Marketing and Research; and
- advise on and seek comment on proposed legislative and policy changes, which may affect the Industry, from the government.

4. All money received on account of entrance fees, subscriptions, levies, fines, donations and interest on investments shall be applied in carrying out the objects of the Association in accordance with its rules.

5. **Qualification for Membership**

Membership will consist of two classes: -

A Full Membership will be a subscribing Industrial Membership open to any firm or company operating in Northern Ireland who is engaged in manufacturing and processing of polymers and to suppliers whose main activity is the supply of those polymers which represent the principal raw materials of the polymer processing industry.

An Associate membership, to be agreed by the Committee, will be a non-subscribing professional membership open to government agencies, relevant educational establishments, and professional bodies with activities which relate to the Polymer processing industry.

Any firm or company wishing to become a member of the Association shall conduct its business from acceptable premises, and in an acceptable manner to be determined by the officers of the Association.

6. **Subscriptions**

The Association shall have power from time to time to fix or vary the amounts of the annual subscription or entrance fee, if any, to be paid by the members, and generally to make such arrangement and do all such acts and things as may be necessary for the carrying out of the objects and business of the Association.

The annual subscription shall be determined by the Committee and this sum shall be paid to the Treasurer of the Association who shall in turn pay the subscription monies into the bank account of the Association.

The agreed annual subscription, except in the case of members elected during any current year, shall be considered due and payable on the 1 July in any year. New Member companies first year subscription may be reduced to reflect the proportion of the year which has elapsed since the 1st July, from the time their membership was approved by the Committee.

If exceptional expenditure occurs in any year the Association may levy additional subscriptions to deal with such expenditure.

7. Election of Members

Candidates for membership shall be proposed by one member and seconded by another. Any application for membership will be submitted to the following meeting of the Committee and, it shall be voted upon, and the applicant shall be elected to membership on the vote of the majority of the Committee members present at such meeting.

Any person or firm seeking admission, as a member of the Association shall sign an application form in the form or to the effect following: -

“I/We have read the Constitution and if elected I/We agree to observe and be bound by it, or any amendments thereof during the time of my companies membership.

8. Termination of Membership

Any person, firm or company shall cease to be a member of the Association: -

- a. By making default in payment of his annual subscription within one month after he/she shall have received notice that the same is in arrears unless the Association shall otherwise order.
- b. By becoming bankrupt, insolvent, or in the case of an incorporated company going into liquidation.
- c. By leaving a Memorandum in writing with the Secretary or Executive Officer of the Association notifying him or her of their resignation.
- d. By a decision of a majority of the Association present at any meeting specially convened, and of which thirty days' notice shall have been given to all the members of the Association.
- e. No person, firm or company ceasing to be a member of the Association by any of the means aforesaid shall thereby become free from whatever liability may have attached to him or such firm at the time of ceasing to be a member.

9. Executive Committee

The Association will appoint an Executive Committee from the full membership to manage the business of the Association and which shall consist of such members of the Association as the Association may in General Meeting determine. The Association shall also appoint a Chairman, and Vice Chairman of the Executive Committee at its Annual General Meeting each year who shall hold office until the following Annual General Meeting. Additional Committee Members may be elected from the membership at any time, by the Executive committee.

The Executive Committee shall meet at regular intervals on such days and hours as may be agreed from time to time. Any 3 of the Executive Committee members shall form a quorum and shall have full power to superintend and conduct the business of the Association according to these rules and in all things set for and in the name of the Association. Every issue dealt with by the Executive Committee shall be decided by a majority of votes with one vote per company or group of companies under common shareholding and if the votes are equal the chairman or in his absence the vice-chairman shall have a casting vote in addition to his vote as a member.

10. Sub-Committees

The Executive Committee may appoint such sub-committees to which it may delegate such functions as it shall consider fit. Such committee or committees shall consist of such members of the Association and act with such quorum as the Association may from time to time decide.

11. Secretary and other Officers

The Association in Annual General Meeting may appoint a Secretary or Executive Officer of the Association on such terms as the Association may determine.

The Association may also appoint such other officers and servants as it may consider necessary for carrying out its objects and shall determine the remuneration to be paid to its officers and servants and the terms and conditions of their employment.

The Association in A.G.M. shall appoint a Treasurer of the Association.

The posts of secretary and Treasurer may be held by one individual who may or may not be a member of the Association.

12. Meetings

A meeting of the Association will be held as may be determined, and a Special General Meeting may be convened at any time by the Secretary or Executive Officer on the requisition of not less than two members for the discussion of any special business, provided that seven days' notice of such meeting is given to the members and the nature of the business to be dealt with at such meeting is specified in the notice convening the said meeting.

The Association shall hold an Annual Meeting in every year at which the following business shall be transacted: -

- a. To consider the Report of the Association and Statement of Accounts for the preceding year.
- b. To select a Chairman, Vice-Chairman, Treasurer and Committees for the ensuing year.
- c. To consider and transact any other matters or business of which seven days' previous notice shall be given to the Secretary or Executive Officer and which the Association shall approve of as a proper matter or business for discussion or consideration.

The quorum at any Annual General Meeting shall be seven members. Each member Company shall have one vote only, irrespective of the number of representatives present at any meeting.

13. Accounts

The Executive Committee shall cause proper accounts of the Association to be kept by the Treasurer.

It shall be the duty of the Committee to keep a copy of the statement of income and expenditure and statement of accumulated reserves readily available on request at the office of the Association.

14. Inspection of Books

The Executive Committee shall cause the books to be available for inspection by any member or person having an interest in the funds of the Association at all reasonable hours at the office of the Association or at any place where the books are kept and it shall be the duty of the Secretary or Executive Officer to produce them accordingly.

15. Audit

The Executive Committee shall appoint two or more persons who are not qualified auditors to audit the accounts of the Association of that year.

16. Notices

Any notice required to be given to any member of the Association may be served by email to the nominated persons e mail address, or by prepaid letter sent by post to such member's last known place of abode or business. Any notice served by email or post shall be taken as served at the time when the email or letter would be delivered in the ordinary course of e mail transmission or post.

17. Disputes

Disputes arising between a member or a person claiming to be a member or under the rules any person aggrieved who has ceased to be a member or any person claiming through such person aggrieved, and the Association or any officer of the Association, shall be decided by reference to the Committee.

19. Copies of Constitution

The Secretary shall be supplied by the Executive Committee with copies of this Constitution and shall deliver to every member on demand a copy on such payment as from time to time may be decided.

20. Alteration of Constitution

This Constitution may be repealed, altered or varied and an amended Constitution adopted or substituted therefor at any time, provided that no repeal, alteration, variation or addition shall be made unless same have been adopted by a majority vote of members present and voting at a meeting of the Association of which seven days' notice at least shall be given and the nature of such alteration, variation, deletion or addition has been specified in the notice convening the meeting.

21. Termination of the Association

The Association may be dissolved at any time by Resolution passed by a simple majority at a General Meeting of which seven clear days' notice has been given of the intention to propose such Resolution. Such Resolution will be effective on a date to be determined by the said meeting and the assets of the Association, if any, may be disposed of as instructed by such meeting.