

The Guild of Architectural Ironmongers

Bye-laws/Standing Orders

Memorandum of Association

The Directors of the Guild of Architectural Ironmongers Ltd shall be the Officers only, who are the:

President
Vice President
Treasurer

and the Chief Executive, who also acts as Company Secretary.

Articles of Association

3. Application for membership

Note: the process is under review and once approved will be formalised in this section.

4. Use of Guild's logo by the Members

Full members may use the Guild logo on their stationery and website.

Affiliate members cannot use the logo in any way but may use the following designation:

"An Affiliate member of the Guild of Architectural Ironmongers"

Associate members may use the Guild logo but this must be accompanied with the designation:

"Supporting the Architectural Ironmongery industry"

5. Cessation of membership

Members of the Guild, of all types, are required to give 3 months notice of their intention to leave membership. A pro rata subscription invoice will be raised for the elapsed period of the subscription year.

For example: a resignation at the time of the 1 April renewal notice will lead to an amended invoice for 3 months. If the resignation is received at the end of June then, having included the requirement for 3 months notice, an amended invoice for 6 months of the subscription value will be raised.

8. Executive Committee

Executive Committee Discretion

The Executive Committee may decide upon other persons eg; consultants, whom should be invited to an Executive Committee meeting to add value to the agenda and decision making. Their attendance may, but not necessarily, be restricted to their specific agenda item alone.

Persons so invited will be noted on the agenda of the meeting. They will be required to observe the confidentiality of all discussions and to sign the Confidentiality Undertaking.

Deputies

If a committee member cannot attend a meeting he/she can nominate a deputy to attend in their absence. The deputy must satisfy article 8.5.

Confirmation of this development must be notified to the President and Chief Executive, by email or suitable written alternative, at least 7 days in advance of the meeting.

All persons deputising for another will be required to sign the Confidentiality Undertaking.

Retirement, Re-election and Election

Continuation is offered to those members who have a period of their term yet to serve.

In advance of the AGM the appropriate committee members will be sent Guidance Notes(see annex) and associated election form (see annex) to confirm their interest in continuing on the committee.

New members to the committee can be nominated by Full Members only using the nomination form (annex). These nominees are sent the Guidance Notes and associated election form (annex).

If nominations exceed places then candidates will be required to present a written manifesto (one side A4) and a postal ballot will be carried out.

Continuation and new nominations will be approved/ratified by the membership at the AGM.

A **nomination for Vice President** will be made using the nomination form (annex).

The nomination will be proposed and seconded by two existing members of the Executive Committee, who have voting rights. The nominee must be an existing member of the Executive Committee and have served on the Committee for at least two consecutive years, but this does not have to be the last two years.

Acceptance of the nomination will be by a show of hands by the voting members of the Executive Committee. In the event of there being more than one nomination, each person will be required to present his/her manifesto to the Executive Committee and a vote will be made by secret ballot.

Appointment of the **Treasurer** is by recommendation of the President and approved by the Executive Committee.

All Officer and Executive Committee member appointments are put to the members at the following AGM for ratification.

Appointment of the **Chairpersons** of the Guild's **sub-committees** is by recommendation of the President and approved by the Executive Committee. It is the Chairperson's responsibility to invite members to join the sub-committee. The term of committee membership is one year. Members are required to "resign" each year and be invited to participate for a further year.

Ideally the sub committees will have no more than ten members but the chairperson may exercise discretion as appropriate.

Confidentiality (annex)

All members of the Executive Committee, and sub-committees are required to sign the Confidentiality Undertaking which forms part of the Guidance Notes.

Honorary Life Members

The Executive Committee may bestow the title of Honorary Life Member. A nominee for this type of membership will have demonstrated an exceptional contribution to the industry and the Guild, over an extended period of time.

Only a Full member may nominate someone for this position. The nomination must be made in writing to the President and Chief Executive who will arrange for it to be considered at the next Executive Committee meeting.

Honorary Life Membership provides well deserved status, respect and recognition for services to the GAI, and industry as a whole.

10. Officers

Terms of Office

Except in extraordinary circumstances, the standard term of office for the President and Vice President is two years. In the interests of the GAI, the Executive Committee has the authority to alter this position, and respond to changes in circumstances, without recourse to the membership as a whole.

The President cannot serve two consecutive, two year terms of office, although it is possible that a President may stand for office again after a minimum break of one year from his previous tenure.

11. Chief Executive

The Chief Executive's contract of employment and compensation and benefits package is authorised by the President and Directors/Officers of the Guild, and may be reviewed from time to time.

The Chief Executive will review staff compensation and benefits and execute changes in accordance with budgeted provision. Exceptional matters will be referred to the President.

Annual Subscriptions

The Guild's Annual Budget Committee will recommend annual subscription levels, for all types of membership, to the Executive Committee for determination.

The Executive Committee of the Institute of Architectural Ironmongers will Recommend subscription levels for all categories of IAI membership to the Annual Budget Committee.

Note: changes to the billing and collection arrangements have been introduced for 1 April 2009 renewals. These will be added into this section .

Also to be included in this bye-laws document are:

Definition of turnover
Subsidiary membership
Credit control

END: April 2009