



National Federation of Glaziers

Excellence and Integrity in Glazing

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Rules of the National Federation of Glaziers

1. The Federation is a Company limited by guarantee (The National Federation of Glaziers Ltd.) and not having share capital, hereinafter referred to as the “Federation”.

Objects:

2. To provide assistance and advice to its Members and the General Public on all matters pertaining to glazing in United Kingdom and to encourage and assist its members to provide good service and advice and to act ethically in trading with its customers and other enterprises.

Membership:

3. a.) Membership is available to all enterprises or individuals engaged in the glazing industry.
b.) No applicant shall be admitted to membership unless an approved application with full details required by the Federation with the Annual Subscription set by the Federation is submitted with a signed undertaking to:
 - i) To give all prospective customers appropriate and honest information regarding glass and glass-related products, to the best of our ability.
 - ii) To act ethically at all times in our dealings with the consumer.
 - iii) To encourage and maintain high technical and installation standards.
 - iv) Not to engage in any act or omission which will bring the National Federation of Glaziers into disrepute.
c.) The Federation will conduct any inquiries it deems necessary to assess the suitability of any applicant and will respond to the application within 28 days of receipt.
d.) All information obtained by the Federation will be kept confidential. No reasons need be provided for refusal to accept any candidate for membership.

Duties of Members

4. The Federation shall maintain a register of members with full details of controlling partners/directors, trading address, telephone numbers, and emails, Members are obliged to keep this information up to date.

5. Members must abide by the rules of the Federation at all times and the undertakings given upon application to join the Federation as Clause 3b.
6. Members who provide goods and services directly to consumers must abide by the Federation's Commitment to Good Practice at all times.
7. Yearly subscriptions are payable upon demand. After one month's grace, an administration charge will be added for each month the subscription remains outstanding up to a maximum of 50% of the Annual Subscription Fee. Any member who has more than 4 years subscriptions outstanding may be suspended from membership of the Federation, and required to pay interest on the outstanding amount @ 1% per month from the due date of each yearly subscription until full payment is received.
8. To refrain from any action which in the opinion of the Board of Directors may bring the Federation into disrepute.

Rights of Members:

9. Every member of the Federation shall be entitled to:
 - a.) Use the symbol and name of the Federation which must be displayed on all stationery, publications, website and property.
 - b.) Benefit from the collective action of Federation.
 - c.) Receive advice and assistance the member requires to carry out trade in an efficient and ethical manner.
 - d.) Put forward one candidate to serve as an honorary Director.
 - e.) In the event of a dispute with a customer or supplier, to use the Federation's Conciliation Service if they wish. Documents called for by the Federation must be supplied. In any one membership year (1st July – 30th June) one dispute will be handled on a paperwork only basis without charge to the member or the other party. If the Federation believes or is requested to make a site visit this will be chargeable. Any additional(s) Conciliation in the same year will be chargeable. The Service will be handled by the Principal Executive, who may appoint anyone either from the Federation or not, to assist if at his discretion it is required. An appeal may be made by the member or the third party against a decision to the Chair of the Federation whose decision will be final.
 - f.) To use the Federation's Deposit Escrow Scheme, which provided without charge to the members or consumer, up to £15,000. Above that figure a charge will be made to the member.

Termination of membership:

10. A Member may terminate membership of the Federation by giving three calendar months' notice in writing to Federation's Head Office. Upon receipt,

the Federation will submit a final invoice for any outstanding fees. Upon receipt of payment, the termination of membership will be effective.

11. Membership may be terminated if a member ceases to trade, is declared bankrupt or an administrator is appointed to wind up the enterprise.
12. In the event of re-establishment of the enterprise after Administration, a new application must be made for membership.

Structure:

13. The Federation is Social Business is governed by an Honorary Chairman, Honorary Principal Executive, a Company and Membership Secretary, Treasurer and a Board of Honorary Directors, who will constitute the Governing Council.
14. The positions of Chair and the Principal Executive shall be elected from the Board of Directors for a 5-year term, at the Annual General Meeting. The Chairman and Principal Executive act as Directors at all meetings, and have equal voting rights. All Directors (apart from the Chairman and Principal Executive) retire each year and may be re-elected each year up to a maximum of 5 years.
15. The number of Directors shall not exceed eight at any one time.
16. Each Federation Member may put forward one person for the position of an Honorary Director, which shall be considered at the Annual General Meeting.
17. The positions of Chair and Principal Executive will be elected by the Board of Directors.
18. A Director may hold more than one office at any time.
19. In the event of resignation of a Member, the Director associated with or sponsored by the Member must resign with immediate effect.

Meetings:

20. The Federation's Articles of Association sets out the conduct and procedures of all meetings. All meetings will be minuted.
21. At the Annual General Meeting which shall be held every calendar year for:

- a. The accounts of the Federation shall be presented to the Board of Directors for approval.
- b. Appointment of the auditors and bankers to the Federation.
- c. Appointment of all Officers of the Federation.
- d. To set the level of Membership fees.
- e. Set a limit of individual item expenditure needing the Board approval.

Each Director will have one vote. In the event of a tie, the Chair will have the casting vote.

Remuneration:

22. Directors act in an Honorary capacity without remuneration or dividend. They may receive appropriate and reasonable expenses upon authorisation of the Treasurer.
23. The Company and Membership Secretary may receive remuneration for services rendered to the Federation at a rate agreed by the Treasurer.
24. The Directors may appoint additional paid staff at their discretion when the need arises.

Finance:

25. The Board of Directors are responsible for all expenditure and may instruct the Treasurer from time-to-time limits of individual expenditure needing the Board's approval.

Amendment of the Rules:

26. The Directors have the power to alter, add or repeal these rules and must adopt such means as they think sufficient to bring the Rules to all members.

Interpretation:

27. In the event of a dispute or difference of opinion or application regarding any of these Rules this will be referred to the Board of Directors and an extraordinary general meeting will be called for resolution. Their decision will be final.

Dissolution:

28. The Federation may be dissolved by the Directors at an extraordinary general meeting called by at least 75% of the Directors under the terms set out in the Articles of Association.