

THE CONSTITUTION OF THE ASSOCIATION OF INSURANCE BUILDING CONTRACTORS.

The name shall be the “Association of Insurance Building Contractors”

An Association of Insurance Building Contractors hereinafter referred to as The Association.

The Association was formed by the “Founding Member(s)”, who for the purposes of this Constitution shall be Mr. Eric Czewionk, who retain all intellectual property rights in the name and constitutional aims of the Association of Insurance Building Contractors.

The Association has the following aims:

- 1.** To promote and protect the interests of Contractors and Builders within the British Isles, specifically engaged in Insurance funded works, having due regard to the interests of the General Public.
- 2.** To advance the status of all its Members by active encouragement of the highest standards of workmanship and customer service. To aid Members in this pursuit through advice and ongoing educational development.
- 3.** To impartially advise Members of new equipment and techniques as and when the Association is aware of them.
- 4.** To facilitate the education of the Insurance community in good building practice, appropriate methods of procurement and control, and Financial Management of the Association Membership.
- 5.** To act as a public relations body to promote and advise contractors of the existence of the Association, of the high standards of Association Members and the advantages of dealing with Association Members.
- 6.** To provide a forum for technical, professional and social interchange in order to promote best practice and cordial relations with Insurance Companies, Brokers and their intermediaries
- 7.** To investigate and perform any activity which shall be deemed to be in the interests of the Association and its Members.
- 8.** To undertake such auditing and quality control on Association members as may be deemed appropriate by the prevailing Clients, in order to maintain the overall standing and reputation of the Association.
- 9.** To provide such membership benefits as may be realisable through collective negotiation to all Association members.

10. To continually research, review and highlight (as may be deemed beneficial to Association members) all technical innovation within the Construction Industry, in addition to providing the Membership with comment and impartial advice on developments within the Insurance Industry.

1(a) Full Membership

The Association shall be open to all Building and Construction related companies, both engaged within, or intending to so trade, within the Insurance sector and who have completed the necessary documents of membership, and have satisfied the membership standards as laid down by the Council from time to time, and have supplied the following in support of their application for Full Membership:

- (i)** two trade references
- (ii)** a photocopy of Certificate of Public Liability Insurance
- (iii)** a photocopy of Certificate of incorporation or Registration of Business Name.

Such applicants may be elected as Full Members.

Firms and companies not able to satisfy such requirements may be admitted as Probationary Members and transferred to Full Membership in due course on application and at the discretion of the Council. Such firms and companies will not be entitled to advertise or promote themselves in any way as being Members of the A.I.B.C.

Members will abide by the Constitution and Code of Practice and by their manner of trade vigorously support and endorse the declared aims of the Association.

Section 1(b) Associate Membership

The Association shall allow the Associate Membership of the Companies engaged in the service or manufacture in allied, ancillary or complementary spheres or activities. Such Associated Members shall have limited voting rights as defined under Voting Rules.

General

Each Member company shall appoint a representative who will represent that company when required in matters of voting and correspondence. It will be the responsibility of each company to inform the Secretariat of their current representative.

Section 2 Membership Year

The Membership Year shall run from the 1st April to 31st March the year following.

Section 3 Resignation of Members

Any Member may resign his Membership upon giving 28 days notice in writing to the General Secretary prior to the termination of the current Membership Year.

Resignation will be automatic where a Member's subscription remains unpaid 60 days after the due date. Such resignation shall not relieve the Member of any financial obligations he may have to the Association. There shall be no refund of subscription fees to resigning Members. Upon such termination of Membership the outgoing Member shall immediately remove all reference to the Association from his stationery and publicity material.

Section 4 Expulsion of Members

Any Member who in the opinion of two thirds of the Council contravenes the Aims of the Association or the Rules of Membership may be expelled from the Association. Upon expulsion, all reference to the Association must be removed from the stationery and publicity material of the expelled Member. Any financial liability to the Association incurred by such Member shall remain due notwithstanding his dismissal. Any Member so dismissed shall have the right of Appeal to the full body of Members by applying in writing to the General Secretary within 28 days of his dismissal. A Member who is not fully paid up may be excluded from the various activities of the Association at the discretion of the Council.

Section 5 Membership Fees

The fees and method of payment shall be fixed by the Council of the Association in accordance with experience and of the needs of the Association's operating budgets. However, changes in fees shall be notified to the membership 42 days prior to the end of the financial year.

Section 5(a) Dual Membership

Companies which qualify for Dual Membership shall pay one annual subscription which shall be the higher of the two rates dictated by the classification to which the company belongs.

Section 6 Voting Rights

The status of Membership determines one's voting rights and are set below:

Section 6(a) Full Members

All Full and paid-up Members shall be entitled to one vote per company on all matters pertinent to the Association Members and so presented to Vote by the Council.

Section 6(b) Associate Members

Associate Members may be allowed one vote per company on all matters of general interest to the Association. They shall not, however, have any voting rights whatsoever on changes to the Constitution and the election of the Council.

Except as in Section 8.

Section 7 Branches

Regional branches shall be set up where practicable at the discretion of the Council. Branches will desirably be self-supporting both financially and organisationally.

Section 8 Awards

Awards may be granted at the discretion of the Council for services rendered by an individual to the Association.

Section 9 Administration of Association

The authority of Management of the Association shall be vested in a Council and shall be elected from the body of paid-up Members and/or those independent professional advisors nominated by the Founding Member(s).

Section 10 The Council

The Council shall consist of representatives of Full Members, Nominated independent professional advisors and the appointed representative of the Associate Members subcommittee, whose voting rights will be limited as in Section 6(b).

The Council shall be elected at the Annual General Meeting. Their election will be from nominations made at least 30 days before General Meetings. Nominations must be supported with a Proposer and a Secunder who will be Full Members of the Association and/or Nominated independent professional advisors.

At each Annual General Meeting one third of the Council will resign. Those resigning Members may, however, offer themselves for re-election should they so wish. They must notify the General Secretary of their intention to stand for re-election before the commencement of the Annual General Meeting.

No Member may serve for a period of more than 3 years (unless specified otherwise elsewhere within this constitution) without offering themselves for re-election. The Council shall nominate the President, Vice President and Treasurer, subject to the ratification of the Members at an Annual General Meeting.

In the event of any office becoming vacant during the year the vacancy may be filled by the Council and a report thereon made to the next Meeting of the Association.

The Council will have power to set up working committees from the full body of Members to assist in the running of the Association.

Section 11 Officers of the Association President

The position of President, which will be a salaried appointment, shall be held for an initial period of 5 years (2 years for all subsequent appointments).

The President will prepare and issue a report on the activities of the Association for the Annual Report for the Annual General Meeting.

The President shall preside at all Meetings of the Association. In the event of his absence the Vice President, or in the event of his absence the Immediate Past President, or a Past President or a Member of the Council shall act as Chairman.

Vice President

The Vice President shall depute for the President as required.

General Secretary

The position of General Secretary, which will be a permanent salaried appointment established and reviewed by the Executive Committee in conjunction with the Founding Member(s) subject to the approval of Council.

The General Secretary shall be responsible for Membership Records, issues of Notices of all Meetings, hold a complete record of Minutes of all Meetings and Proceedings of the Association.

The General Secretary shall be responsible for the distribution of copies of the Minutes of all such Proceedings of the Association to those entitled to receive them.

The General Secretary shall hold copies of all correspondence both by and to the Association.

Any Full Member or Associate Member may request a sight of the Minutes of any Meeting held by any section of the Association.

Treasurer

The body of Members shall ratify the appointment of Treasurer at a General Meeting

The Treasurer shall hold office for a period of 2 consecutive years and may be re-elected without a break.

He shall keep all records of the Association's Income and Expenditure and be responsible for the correct accounting of all Association Finances.

The Treasurer to all Members and Associate Members before the Annual General Meeting must distribute a full Financial Statement and Balance Sheet.

Section 12 The Executive Committee

The Executive Committee shall comprise the President, the Vice President, the Immediate Past President and the Treasurer.

Section 13 Annual General Meeting

An Annual General Meeting will be held on the earliest convenient day after, but within 9 months of, the 31st March each year.

Notice of this Meeting and a copy of the Treasurer's Statement must be circulated to all Members 28 days before the proposed date of the Annual General Meeting. The General Secretary must receive nominations for the positions of Members of the Council at least 30 days before the date of the General Meeting. Each nomination to be supported by a Proposer and a Secunder who shall be Members of the Association.

The General Secretary with two other Members shall act as scrutinees and the names of those elected shall be declared at the Annual General Meeting. A Quorum for the Annual General Meeting shall be 15% of fully paid up Members. Where there is no Quorum a further Meeting will be called within 28 days, due notice having been given, and those Members then present shall be deemed to constitute a Quorum.

Auditors shall be appointed by Council and ratified by the Annual General Meeting.

Section 14 Extraordinary General Meeting

An Extraordinary General Meeting shall be called at 28 days notice if:

(a) After an Annual General Meeting where matters on the Agenda are not resolved by the close of the Meeting

(b) Where a change in the Constitution is required.

(c) Where a proposal is made for the expulsion of an Executive Officer of the Association

(d) In the event of default or embezzlement of the Association funds

(e) An Extraordinary General Meeting may be called at the request of the President, the Council, the General Secretary, or a number of Members representing a quorum 15% of Members.

Alteration of Constitution

No amendment shall be made to this Constitution unless such amendment is passed by at least two thirds of those Members of the Association present and voting at a General Meeting.

Last amended 13th July 2010