



UNITED KINGDOM WATER TREATMENT ASSOCIATION

CONSTITUTION AND RULES OF THE ASSOCIATION

NAME

1. The name of the Association shall be the United Kingdom Water Treatment Association (which may be abbreviated to UKWTA) herein after referred to as 'the Association'.

SCOPE

2. The Association shall represent the interests of member water treatment equipment manufacturers, suppliers, installers, and specifiers of products and services in buildings and dwellings (suppliers), and companies involved in the manufacture, supply, installation or servicing of water heating equipment (users of water treatment equipment), in the United Kingdom of Great Britain and Northern Ireland.

STATUS

3. The Association shall be a *not-for profit* Trade Association (Registered Company) of member companies with liability limited by guarantee.

OBJECTIVES AND PURPOSE (REASON FOR BEING)

4. The Key Objectives of the Association are to:
 - i. Establish and enhance national (especially Government and public) recognition and acceptance of the environmental, health and energy saving benefits which water treatment can deliver.
 - ii. Increase the uptake of members' water treatment products in the UK market generally and by promoting the need to comply with the latest legislation. For example:
 - a. The requirement to treat water to inhibit the build-up of limescale in hard water areas as specified in Part L of the revised Building Regulations coming into force on 6th April 2006
 - b. The requirement to use cleansers and corrosion inhibitors in all central heating systems as specified in the revised version of BS7593 *Code of Practice for the Treatment of Water in Domestic Hot Water Central Heating Systems*
 - iii. Increase the knowledge, understanding and competence of operatives (stakeholders) in the water treatment industry through the development and delivery of appropriate training, Standards and Codes of Best Practice.
 - iv. Engage and partner with relevant advisory and regulatory organisations and other Trade Associations to drive the strategy and future direction of developments within the UK and the European water treatment industry.

DUTIES

5. The duties of the Association will be:
 - i. To promote and advance the use of water treatment technologies to address the problems associated with hard water.
 - ii. To develop and promote Standards of Best Practise for the business operations, competence and integrity of members, and performance of their water treatment products.
 - iii. To promote and increase the profitability of member companies, further the interests of members generally and to protect and defend the interests of water treatment technologies against any actions.
 - iv. To endeavour to resolve any differences which may arise amongst members and to establish the '*recognised industry position*'.
 - v. To circulate information to members which may be relevant to, or impact upon, members' interests.
 - vi. To co-operate with other organisations and associations and act jointly with them to enhance achievement of the Association's objectives.

CONSTITUENTS

6. The constituents of the UK Water Treatment Association shall be Full Member or Associate Member companies in the United Kingdom of Great Britain and Northern Ireland, involved in: the manufacture, supply, installation, and/or specification of water treatment products and services; companies involved in the manufacture, supply, installation or servicing of water heating equipment; or individuals or institutions recognised for their expertise in water treatment.

MEMBERSHIP

7. All members shall have the choice of Full (Corporate) or Associate membership.
8. Application for Corporate or Associate membership shall be made to the Management Committee at the Principal Office using the Membership Application Form. Applicants shall pay a one-off Application Fee at the time of membership application.
9. The Management Committee shall consider and respond to applications for membership within 30 days.
10. Upon application to membership, members agree to follow the Association's Code of Conduct and abide by the Rules of the Association, prescribed herein, at all times.
11. Upon acceptance to membership, members shall pay within 30 days of issue of invoice a membership fee which will become due annually. (The subscription fee for the first year for Corporate membership will be in proportion to the duration of membership up to the annual renewal date rounded up to the number of nearest whole months).
12. Upon receipt of the fees payable the Association shall include the new member in the circulation of papers of the Association. New Corporate Members will be invited to attend meetings.
13. An applicant for membership whose application has been refused may appeal to the Chairman of the Association and demonstrate how the applicant will address any shortfall identified in achieving membership criteria. The Chairman will investigate the facts and submit recommendation to the Management Committee for final decision.
14. Corporate Members shall be entitled to attend General Meetings and Technology Group Meetings and may be elected to serve on the Management Committee and the Technology Groups.
15. Associate Members shall be entitled to attend the Annual General Meeting and may raise items for discussion at the Management Committee Meetings through a serving committee member. Associate Members may attend meetings of the Water Treatment Technology Groups by invitation from the Group Director.
16. The Secretary will maintain a register of Corporate and Associate members which will contain the full name and trading address of every member company and the name and contact details of the lead representative.
17. Any change in details shall be notified immediately to the Secretary:
 - i. Company name
 - ii. Company address, telephone/fax or e-mail address
 - iii. Company representative or title

Cancellation of Membership

18. If an account has failed to be settled within 60 days of date of invoice, the member company will be notified that their membership is cancelled. For re-enrolment, the normal procedure for enrolment of a new member will have to be followed.
19. All member companies will be kept informed of details of companies coming to membership and cancellations of membership.

Withdrawal from membership

20. Notice of intent to withdraw from membership of the Association shall be given to the Chairman of the Management Committee in writing 3 months in advance of the intended date of withdrawal. No rebate of fees already paid shall be due.
21. Upon withdrawal from membership the former member will cease to have any interest or claim against the Association and any use of symbols, logos, associated material or reference to the Association shall be withdrawn from literature with immediate effect.

Expulsion from membership

22. The Management Committee shall be empowered to expel any member found to be acting contrary to the interests of the Association provided the disciplinary procedures of the Association have been followed:
 - i. Written notice of the charge against the member has been served
 - ii. The member has had the opportunity to state their case in an appeal before the Management Committee
 - iii. An appeal has been heard or a time period of 3 months has elapsed without the member taking up the opportunity for a meeting for appeal
23. The member company shall pay all outstanding debts and upon expulsion the member will cease to have any interest or claim against the Association and any use symbols, logos, associated material and/or reference to the Association shall be withdrawn from literature with immediate effect.

MANAGEMENT OF THE ASSOCIATION

Composition of the Management Committee

24. The Management Committee shall be comprised of:
 - i. A Chairman, Technical Director, Marketing Director, Secretary/Treasurer and Directors from and representing each of four water treatment technology groups: membranes/filtration, artificial softening, 'physical' water conditioning and chemical treatment plus up to six Directors, from and representing each of the following: independent distributors (plumber and builders merchants), specifiers, installers (plumbing and heating engineers) and large-scale users of products (builders), water heating appliance manufacturers and water utilities elected at the Annual General Meeting.
 - ii. Any other member that the Management Committee may deem necessary to fulfil the objective of the Association of achieving full representation across the breadth of the UK water treatment industry.
25. The term of office for elected nominees shall be one year.
26. Existing Directors may additionally carry out the roles of Secretary and/or Treasurer but a member shall have only one vote.

Technology Groups

27. There will be 4 principal Water Treatment Technology Groups covering: membranes and filtration, artificial softening, 'physical' water conditioning and chemical water treatment led by their respective Technology Group Directors.
28. Additional Water Treatment Technology Groups may be convened and disbanded, from time to time, to address changes in market interests.

DUTIES OF THE MANAGEMENT COMMITTEE

29. The Management Committee shall be responsible for all matters relating to policies of the Association.
30. The Management Committee shall delegate authority to the Water Treatment Technology Groups to make recommendations on matters relevant to their respective technology areas.
31. The Management Committee shall:
 - i. Receive the reports and recommendations from all of the Technology Groups.
 - ii. Consider applications from companies desiring to enter into membership of the association.
 - iii. Enter into negotiations with such organisations that may be of benefit to the association.
 - iv. Appoint committees and ad-hoc Working Groups within the association.
 - v. Appoint members to assist in the operations of the association.
 - vi. Develop and approve any amendments to the Constitution and Rules of the Association.

Nomination and Appointment

32. Nominations for appointment to the Management Committee shall be made one month before the Annual General Meeting with confirmation from the nominee of willingness to serve for a term of one year. The nominees shall be from paid up Full Member companies. Nominations shall be published in the Agenda for the Annual General Meeting.
33. Management Committee members may be re-elected.
34. Positions may remain vacant where there are no nominations for candidates from the listed categories.
35. A Management Committee Member may be removed from the Committee when there is a majority of more than 75% of votes from all other serving Committee Members. Notice of the proposed removal shall be shown in the Agenda convening the meeting of Management Council.

MEETINGS

Annual General Meeting

36. The Annual General Meeting will be held in March of each year for the purpose of:
 - i. The presentation of the financial report on the last completed financial year and the appointment of auditors for the ensuing year.
 - ii. The election of the Management Committee.
 - iii. Setting joining and membership fees for the following financial year.
 - iv. The consideration of any other business to be specified on an Agenda and submitted to the Management Committee at least 30 days prior to the Annual General Meeting.
37. The agenda, financial report and other information decided upon by the management committee shall be distributed to the members 10 days before the Annual General Meeting.

Special General Meeting

38. A special general meeting may be requested by a Full Member of the association to the Management Committee, clearly stating the grounds for making the request.
39. The Management Committee shall consider the request and, if approved, a minimum of at least 15 days notice shall be given to all members specifying the purpose for which the meeting has been called.

Meeting of the Management Committee

40. Meeting of the Management Committee shall be convened by the Chairman as often as he may consider necessary for the purpose of carrying out the business of the Association.
41. The agenda shall be distributed to the members at least 10 days before the Management Committee Meeting.

Quorum

42. A quorum for a Management Committee Meeting shall consist of at least three quarters (75%) of the Management Committee membership including the Chairman.

Procedures at Management Committee Meetings

43. At every meeting the Chairman shall take the chair. In the event of unforeseen absence of the Chairman the Secretary may take the chair.
44. All proposals must be seconded before they will be considered by the Management Committee.
45. Any proposals or amendments which fall outside the scope of notice convening the meeting may be ruled out of discussion by the Chairman.
46. Proposals and/or amendments will be considered and decided upon in turn.
47. Management Committee Members shall have the right to cast one vote.
48. Any Management Committee member may speak concerning a proposal or amendment, but once the motion is decided upon, or a course of action agreed, by more than 75% of the members present, either by consensus, show of hands or if so requested by ballot, the item shall be minuted and passed.

Election of nominees at the Annual General Meeting

49. Election of nominees to serve on the Management Committee will be carried out by ballot and decided by majority vote. Where there is an equality of votes the prevailing Chairman shall have the casting vote.

Ballots

50. Proposals will be decided by ballot where:
 - i. There is more than one nomination for office within the association.
 - ii. The majority of members at a meeting request voting by this method.
 - iii. The Management Committee shall decide who shall count the votes.
 - iv. The Chairman will announce the results of the ballot.

FINANCE

51. The funds of the Association shall be raised principally from membership fees. The funds shall be used to achieve the objectives of the Association in a manner approved by the Management Committee which may include for example: contracts for professional services rendered, publicity and marketing and recompense of expenses incurred in carrying out the duties of the Association.
52. The management of the financial affairs of the Association shall be by the Treasurer, duly elected, who shall submit recommendations for the approval of the Management Committee in respect of:
 - i. Annual Membership fees
 - ii. Joining Fee
 - iii. Financial reports for presentation at the Annual General Meeting
 - iv. Financial reports for the consideration of the Management Committee
 - v. Recommendation for the appointment or termination of the Auditors

Bank Account/Cheque Signatories

53. Cheques drawn on the bank account of the Association shall be signed by the Chairman of the Management Committee and the Treasurer.

Auditors

54. Upon the recommendation of the Treasurer at the Annual General Meeting an auditor will be appointed. An audit shall be carried out at the end of every financial year. Re-appointment an/or termination of the auditors will be decided at the Annual General Meeting and will be notified to members in the Agenda.

Financial Year

55. The Financial Year of the Association will be from 1st April to 31st March. The membership year will be the same as for the Financial Year.

RULES

Use of the Association Name and/or Logos

56. Members will be provided with a Certificate of Membership by the Association upon payment of the membership fees.
57. Fully paid up Corporate Members shall be entitled to use and display the Corporate Membership Logo, and state their corporate membership status on their company stationary, marketing and advertising literature, in accordance with the *Regulations for Use of the UKWTA Logo* but NOT on any product packaging to avoid the possibility of any misinterpretation of product endorsement, certification, or performance guarantee.
58. Fully paid up Associate Members shall be entitled to use and display the Associate Membership logo, and state their Associate membership status on their company stationary, marketing and advertising literature in accordance with the *Regulations for Use of the UKWTA Logo* but NOT on any product packaging to avoid the possibility of any misinterpretation of product endorsement, certification, or performance guarantee.
59. Where membership is terminated, the entitlement to use the Association Name, symbols, logos, and associated material or reference to the Association is also terminated and shall be withdrawn from the member company's literature with immediate effect.

Conduct

60. All members shall abide by the Rules of the Association.
61. All members shall act in a professional manner and shall strive to achieve the highest standards of integrity and competence in delivering water treatment services and goods.
62. Members shall endeavour to enhance the standing and public recognition of the water treatment industry and the Association at all times.
63. Members shall not make false, unsubstantiated or misleading claims regarding the performance or capabilities of water treatment technologies or products.
64. Members shall not denigrate or make remarks of a slanderous nature concerning other member companies, water treatment technologies or proprietary products.

Disciplinary action

65. Any member company found to be in breach of the Rules of the Association, or who brings discredit to the Association, may be subject to disciplinary action by the Association which may result in expulsion from membership.

Breach of Confidentiality, Fraudulent Practice and Legal Proceedings

66. Any member company found to be using confidential information regarding the Association, howsoever obtained, or found to be involved in fraudulent practice, shall be subject to disciplinary action by the Association which may result in expulsion from membership.
67. The Management Committee shall have the power to institute legal proceedings or other appropriate action to recover unpaid membership fees, defend against misuse of the Association name and logos and/or the actions of members bringing the Association into disrepute.

Complaints Procedure

68. Any member having a complaint regarding the administration or management of the Association may submit the complaint in writing to the Secretary who will investigate the matter and take appropriate steps to resolve the issue.
69. Where the matter is not resolved to the satisfaction of the complainant an appeal may be made to the Chairman to resolve the matter at the next Management Committee meeting. Any decision made by the Management Committee shall be final.

Amendment of the Constitution and Rules

70. Amendments to the Constitution and Rules of the Association may proposed by any paid up Full Member by submitting in writing to the Secretary and stating the proposed wording and why the amendment is required.
71. Amendments to the Constitution and Rules shall be decided by the Management Committee and will be notified to all members 10 days in advance of an Annual or Special General meeting.

Dissolution of the Association

72. Upon a 75% majority of all Management Committee members, a notification will be issued to all members of the proposed dissolution of the Association. A ballot will be organised in accordance with the rules and the results reported at a Special General Meeting. Where there is a majority of at least 75% in favour of the Association shall be dissolved. At the meeting the Management Committee members shall decide what action shall be taken regarding any remaining funds after the liquidation of all assets and liabilities.