

THE CONSTITUTION OF THE PEIMF

ARTICLE 1

Name and Location

- 1.01 Name : The name of the Federation shall be the Petroleum Equipment Installers & Maintenance Federation (hereinafter referred to as The PEIMF)
- 1.02 Location : The principal place of business of the Federation is located at PO Box 152, Gravesend, Kent DA12 1ZZ

ARTICLE 2

Aims and Objectives

- 2.01 To promote to end users, legislators etc. the advantages of dealing with member companies, mainly :
- 2.01 a) To represent the best interests of its active members in all lawful, reasonable and proper ways by advancing the professional competence of members through dissemination of information related to technical development, regulation, training and codes, all pertaining to the installation or maintenance of petroleum forecourt facilities and commercial fuelling installations.
- b) To provide improvement and to encourage adoption of laws and regulations which, whilst recognising such environmental consideration, also takes on board a practical or pragmatic view of the implementation of such regulations.
- c) To bring to the attention of legislators and petroleum equipment users, the advantages of dealing with contractors who are experienced in the field of installation and servicing process and who are managed by trained, capable and reliable people.

ARTICLE 2 *(continued)*

- 2.01 d) To establish and promote good working practices and common standards within the forecourt service & commercial fuelling installation industry.
- e) To hold meetings calculated to promote the knowledge of fuel storage & dispensing equipment and advance the science of the latest developments and techniques within the industry.
- f) To compile statistics, data and other information for the membership which it serves.
- g) To enhance the performance of member firms through development of a code of ethics of companies engaged in the installation and maintenance of petroleum product facilities and through encouragement of adherence to that code.
- h) To co-operate with legislative bodies in the preparation and refinement of rules regulated to safety, accuracy and environmental soundness of facilities for the storage, measurement, transport and dispensing of petroleum products.
- i) To promote in all lawful ways commensurate with public interest, the business development and economic welfare of members of the Federation.
- j) To improve acquaintanceship and understanding among petroleum equipment contractors and the suppliers from whom they buy.
- k) To provide members with services designated to improve their management ability and efficiency and to further the operations of their businesses.
- l) To co-operate with other industries and organisations in matters of either direct or indirect concern to the members of the Federation.
- 2.02 Not for profit : The Federation is not organised for pecuniary profit and no part of the dues, fees or other monies collected by the Federation shall inure to the benefit of any member of the Federation.
- 2.03 Upon dissolution of the Federation, all unexpected funds on hand at the time, shall be returned to the members in the proportion contributed by them, but not in excess of any amount contributed by such members in the form of dues during the last fiscal year of the existence of the Federation and the balance, if any, shall be distributed to charitable or educational institutions to be selected by the Committee.

ARTICLE 3

Membership

- 3.01 Classes : There shall be two classes of membership :
Full company member and Honorary member.
- 3.01 Full company members are from independent firms or individuals principally engaged in the business of installing, servicing, maintaining, testing, removing, refurbishing and/or repairing fuel storage and handling equipment. In addition, membership is extended to those companies whose activities support the foregoing business description and form an integral part of the petroleum industry.
- 3.02 Honorary membership : Any person who has rendered exemplary service to the PEIMF may be elected to honorary membership by the unanimous vote of the Committee.
- 3.03 Admission : Members and honorary members shall be admitted to membership only in accordance with the following rules :
- a) Form : Application must be made to the Federation's office on the official application form provided.
 - b) Verification : Any additional verifying information requested by the Federation as means of ascertaining whether the applicant meets the requirements for membership described in this article, must be submitted on request.
 - c) Endorsement : The application must be proposed and seconded by at least two existing full members.
 - d) Application : Upon receipt of the application at the Federation's office, the General Secretary shall forward the same to the Committee for consideration. Approval of the application by the Committee will be carried out on the basis of the majority decision.
 - e) Voting on applications : In voting on any applications for membership, the primary consideration shall be whether or not the applicant meets the requirements for membership as set out.
- 3.04 Conditions of Membership : It shall be the duty of all full members of the Federation to present in a written statement to the Committee, through the General Secretary, any operational grievances of unfair discrimination which may come to their attention.

Members who, in the execution of their lawful duties, have cause for grievance against local petroleum legislators, should report such grievances in detail and in writing to the Committee who will consider the case and if such case shall be vindicated, will make an approach on such members' behalf to the local petroleum legislators.

ARTICLE 4

Revocation of Membership

- 4.01 Non payment of dues : Any member who shall become ninety (90) days in arrears shall be notified by mail. If the said dues are not paid within thirty (30) days thereafter, the membership shall be revoked. In such an event, the member whose membership has been revoked shall not be eligible for re-admission until at least one year shall have passed from the date of revocation.
- 4.02 Other cause : The Committee may revoke or suspend the membership of any firm which, in their opinion, has failed to comply with the constitution or which has been guilty of other conduct which is inimical to the best interests and purposes of the Federation.
- 4.03 Suspension Procedure : Suspension of a membership in compliance with Section 4.02 of this Article shall be accomplished only at a full meeting of the Committee at which a quorum is present. In the event that the membership of any firm is revoked or suspended by the Committee, that member shall have the right to appeal against the decision to the full membership at the next Annual General Meeting.
- 4.04 Termination : When a membership termination is either by revocation or resignation, notice thereof shall be posted in the Federation magazine.
- 4.05 Membership Certificates and all other documents issued remain the sole property of the Federation and are to be returned on cessation of membership

ARTICLE 5

Official Representatives

- 5.01 Designation : Each member shall designate on a form to be provided by the Federation, a single individual who shall be the firm's official representative.
- 5.02 Participation in meetings : Only the designated official or authorised representative of member firms may vote at elections. Only one vote per membership allowed.
- 5.03 Alternatives : In extenuating circumstances, a colleague may be co-opted in to represent an official representative at a meeting of the Federation.
- Other duties : In the event of mail ballots and other surveys of the membership conducted by the Federation, only the official representative of each member firm shall receive the ballots and survey forms.

ARTICLE 6

Officers

- 6.01 Names of Officers : The officers of the Federation shall be the Chair(man), Deputy Chair(man), Treasurer and Committee. The General Secretary is retained by the Federation but is not a member.
- 6.02 Tenure : The Committee shall assume office immediately following election at the Annual General Meeting and shall serve for a period of three years, or until such time as their successors have been duly elected and qualified. Committee membership is at the discretion of the committee, who can terminate this involvement if they, unanimously, feel they have good reason.
- 6.03 Other Officers : The Committee shall be empowered from time to time as it sees fit, to co-opt members for specialist duties or tasks, where requirements call for specialist knowledge or activities or education. Such co-opted officers shall have no voting rights.
- 6.04 Composition : The Committee shall consist of a minimum of five, and a maximum of twelve elected members, which shall include the Chairman, the Treasurer plus a further two officers.
- 6.05 Qualifications : Except as otherwise expressly provided in the Constitution, only representatives of full member firms shall be eligible for election to the Committee. Not more than one representative from an individual company shall be able to serve at any one time.
- 6.06 Quorum : For voting purposes, a quorum of three members will suffice in order to enact any decision.

ARTICLE 7

Auditing

- 7.01 Auditing : The Chairman shall appoint an auditor who shall be a current member, whose responsibility it will be to examine the books of the Federation.

ARTICLE 8

Duties of Officers

- 8.01 The Chair(man) shall be the Chief Executive Officer of the Federation. He/she shall have the responsibility of representing to the best of his/her ability and with his/her understanding of the opinion of the members, the official viewpoint of the Federation in public pronouncements. He/she shall preside at all meetings and advise with the General Secretary, on the preparation of meeting agendas. He/she shall be empowered to appoint general and special committees as and when the case may arise. The Chair(man) shall also exercise such other duties as normally devolve upon the Office, including the authorisation of all payments out.
- The Chair(man) will serve a two year tenure and will be succeeded by the Deputy. He/she can continue as a committee member on an annual re-election basis.
- 8.02 The Deputy Chair(man) will be elected by the Chair(man) and serve a two year term, before automatically succeeding the Chair(man).
- 8.03 Treasurer : It shall be the duty of the Treasurer to supervise the financial affairs of the Federation. He/she shall report the financial status of the Federation at annual meetings and such other times as the Committee may direct. The treasurer has no fixed tenure. The committee can terminate this involvement if, unanimously, they feel they have good reason.
- 8.04 General Secretary : Where appropriate and in consultation with the Committee, he/she shall be responsible for the day to day management of the Federation's affairs. He/she shall keep records of Federation meetings in a minute book. He/she shall conduct and preserve Federation correspondence and shall maintain all books and records. He/she shall conduct the financial operations of the Federation under the direction of the Treasurer. He/she shall collect and disseminate information pertaining to the petroleum equipment contracting industry and other associated equipment and publish the same in the Federation's magazine. The remuneration and role of the General Secretary should be reviewed by the committee on an annual basis. Any amendments should be agreed in order to take effect from the Annual General Meeting.

ARTICLE 9

Financial Operations

- 9.01 Depositories : The Committee shall designate official depositories for the Federation's general account. Such accounts shall be maintained solely and exclusively in the name of the PEIMF.
- 9.02 Receipt of Monies : All cheques and monies due to the Federation, shall be received by the General Secretary and deposited in the official depository.
- 9.03 Records : The Treasurer shall maintain complete ledgers and related records regarding the business and financial affairs of the Federation which shall be open to inspection at any time by members of the Federation.
- 9.04 Audits : At least once a year the Treasurer shall submit the Federation's books and accounts to the Committee appointed and shall present the balance sheet and accounts to the Annual General Meeting. The Treasurer shall report the financial standing of the Federation at each Annual General Meeting and at any other time as may be requested by the Committee.
- 9.05 Financial Year : The financial year of the Federation shall begin on the first day of September each year.

ARTICLE 10

Dues

- 10.01 Amount : The amount of dues for members shall be determined annually by the Committee.
- 10.02 Due date : Dues for each membership shall become due and payable in advance on the first day of September each year.
- 10.03 Method of Payment : Dues shall be payable upon receipt of a statement or invoice. All statements shall be rendered on an annual basis.

ARTICLE 11

Meetings

- 11.01 Annual General Meeting: An Annual Meeting of the Federation will be held each year at a time and place to be selected by the Committee. At the discretion of the Committee, conferences, and other meetings shall be held from time to time.
- 11.02 Special Meetings : Special meetings of the Federation shall be called whenever a written demand signed by at least two official representatives of member firms is received and shall be submitted to the General Secretary. No special meeting shall be called until after at least fifteen days notice shall be given to all members, such notice containing information as to the subjects to be considered.

ARTICLE 12

Additional Nominations & Elections

- 12.01 Nominations : Nominations should be submitted to the General Secretary on the forms provided and shall be submitted at least fifteen days in advance of the Annual General Meeting.
- 12.02 Official Representatives : The annual election of officers shall be held at the Annual General Meeting and only official representatives or their authorised deputies shall be permitted to vote. Official representatives or their deputies must be present as absent proxy votes will not be permitted.
- 12.03 Ballots : Printed ballots or show of hands shall be used for the elections. Ballots shall be tallied and the results certified.