

# THE CONSTITUTION OF PEIMF+

## ARTICLE 1

### Name and location

- 1.01 **Name:** The name of the organisation shall be PEIMF+
- 1.02 **Location:** The principal contact point of PEIMF+ is at [www.peimf.uk](http://www.peimf.uk)

## ARTICLE 2

### Aims and objectives

- 2.01 To promote to end users, legislators and other relevant stakeholders, the advantages of dealing with PEIMF+ member companies, mainly:
- a) To represent the best interests of its members in all lawful, reasonable and proper ways. Advancing the professional knowledge and understanding of members, through dissemination of information related to technical development, regulations, codes and best practices pertaining to the supply, installation or maintenance of refuelling facilities of all types.
  - b) Encourage PEIMF+ members to co-operate, collaborate with and promote fellow PEIMF+ members where appropriate.
  - c) To establish and promote best working practices and common standards within the industry.
  - d) To hold periodic meetings to share knowledge of the latest developments and techniques across the industry.
  - e) To promote the organisation's Code of Ethics to our members and encourage adherence to that code.
  - f) To co-operate with legislative bodies, in the creation and updating of regulations and guidance relating to the industry.
  - g) To co-operate with other industries and organisations in matters of concern to the members of the organisation.
- 2.02 PEIMF+ is a not-for-profit organisation.
- 2.03 Upon dissolution of the organisation all 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 organisation. The balance, if any, shall be distributed to charities to be selected by the committee.

## **ARTICLE 3**

### **Membership**

- 3.01 **Classes:** There shall be two classes of membership:  
Full company member and honorary members.
- 3.02 **Full company members:** These are from organisations 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 all businesses relating to the wider fuelling industry such as, but not limited to: EV chargers, renewable fuels etc and adjacent businesses that support the industry.
- 3.03 **Admission:** Members shall be admitted to membership only in accordance with the following rules:
- a) **Form:** Application must be made to the organisation's office on the official application form.
  - b) **Verification:** Any additional verifying information requested by the committee must be submitted on request.
  - c) **Application:** Upon receipt of the application, the Business Manager shall forward the same to the committee for consideration. Approval of the application by the committee will be carried out on the basis of a majority decision. A quorum is required for this decision.
  - c) **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 **Honorary membership:** Any person who has rendered exemplary service to PEIMF+ may be elected to honorary membership by the unanimous vote of the committee.

## **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 e-mail. If the said dues are not paid within thirty (30) days thereafter, the membership may 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 has passed from the date of revocation.
- 4.02 **Other cause:** The committee may revoke or suspend the membership of any organisation which, in their opinion, has failed to comply with the constitution or which has been guilty of other conduct, which is harmful to the best interests and purposes of PEIMF+.

## **ARTICLE 4** *(continued)*

- 4.03 Suspension procedure: Suspension of 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 organisation 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 PEIMF+ magazine.
- 4.05 Whilst we actively encourage members to use the PEIMF+ logo to promote their business, non-members are prohibited from using such logos.

## **ARTICLE 5**

### **Official representatives**

- 5.01 Designation: Each member shall designate a single individual, who shall be the organisation's official representative.
- 5.02 Participation in meetings: Only the designated official, or authorised representative of member organisations, may vote at elections. Only one vote per membership is permitted
- 5.03 Alternatives: In extenuating circumstances, a colleague may be co-opted in to represent an official representative at a meeting of the organisation.

Other duties: In the event of mail ballots of the membership conducted by the PEIMF+, only the official representative of each member organisation shall receive the ballot.

## **ARTICLE 6**

### **Officers & committee**

- 6.01 Names of officers: The officers of the federation shall be the Chair, Deputy Chair and Treasurer.
- 6.02 The Chair: The Chair 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 PEIMF+ in public communications. He/she shall preside at all meetings and collaborate with the Business Manager on the preparations of meeting agendas.

He/she shall be empowered to appoint general and special committees as and when the need may arise. The Chair shall undertake other duties as normally devolved upon the office, including the authorisation of all invoice payments.

The Chair will serve a two-year tenure following election at the annual general meeting and will be succeeded by the Deputy Chair. He/she is permitted to continue as a committee member following the normal election process.

## **ARTICLE 6** *(continued)*

- 6.03 The Deputy Chair: will serve a two-year tenure following election at the annual general meeting before automatically succeeding the existing Chair. In the absence of the Chair, the Deputy Chair will assume responsibility.
- 6.04 Treasurer: It shall be the duty of the Treasurer to supervise the financial affairs of the organisation. The Treasurer shall regularly liaise with both the Chair & Business Manager on all financial issues, and provide a regular financial update at committee meetings and at the AGM. The Treasurer will be elected by the committee to serve a two-year term, offset by one year to the new Chair assuming their role.
- 6.05 Business Manager: The Business Manager is retained by the organisation but is not a voting member. Where appropriate, and in consultation with the committee, he/she shall be responsible for the day-to-day management of the organisation's affairs. He/she shall keep records of PEIMF+ meetings.
- He/she shall conduct and preserve PEIMF+ correspondence and shall maintain all books and records. He/she shall conduct the financial operations of the organisation under the supervision of the Treasurer. He/she shall collect and disseminate information pertaining to the industry and publish the same in the PEIMF+ magazine and other media.
- 6.06 Tenure: The elected committee shall assume office on the first day following the date of the annual general meeting and shall serve for a period of one year. To preserve continuity, individual committee members will serve a 3-year term, on a rotating basis, before facing re-election.
- 6.07 The committee shall be empowered as it sees fit, to co-opt members (or non-members) for tasks where requirements call for specialist knowledge or ability. Such co-opted representatives shall have no voting rights.
- 6.08 Composition: The committee shall consist of a minimum of five elected members, which shall include the Chair, the Treasurer, plus a further three committee members. The maximum number of full committee members shall be 12, excluding the Business Manager and the Technical Manager.
- 6.09 Qualifications: Except as otherwise expressly stated in the constitution, only representatives of full member organisations 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.
- 6.10 Quorum: For voting purposes, a quorum of five members will suffice in order to enact any decision.

## **ARTICLE 7**

### **Auditing**

- 7.01 Auditing committee: The elected Chair may appoint an auditor, who shall be a current committee member, whose responsibility it will be to examine the accounts of PEIMF+, and who shall present their findings at the next meeting.

## **ARTICLE 8**

### **Financial operations**

- 8.01 Depositories: The committee shall designate official depositories for the PEIMF+ general account. Such accounts shall be maintained solely and exclusively in the name of PEIMF+.
- 8.02 Receipt of monies: All cheques and monies due to PEIMF+ shall be received by the Business Manager and deposited in the official depository.
- 8.03 Records: The Business Manager shall maintain complete ledgers and related records regarding the business and financial affairs of PEIMF+, which shall be open to inspection at any time by members.
- 8.04 Audits: At least once a year, the Treasurer shall submit the PEIMF+ books and accounts to the committee-appointed independent auditor. He/she shall present the balance sheet and accounts at the annual general meeting and at any other time, as may be requested by the committee.
- 8.05 Financial year: The financial year of PEIMF+ shall begin on the first day of September each year.

## **ARTICLE 9**

### **Dues**

- 9.01 Amount: The amount of dues for members shall be determined annually by the committee.
- 9.02 Due date: Dues for each membership shall become due and payable on the annual renewal date.
- 9.03 Method of payment: Dues shall be payable upon receipt of a statement or invoice. All statements shall be rendered on an annual basis.

## **ARTICLE 10**

### **Meetings**

- 10.01 **Annual General Meeting:** An annual meeting of PEIMF+ will be held each year at a time and place to be selected by the committee. The AGM should aim to be held annually but within a maximum of 18 months from the previous AGM. The location and format of the meeting is at the discretion of the committee. A minimum of 15 days' notice of the meeting will be given to the members.
- 10.02 **Special meetings:** Special meetings of PEIMF+ shall be called whenever a written demand, signed by at least five official representatives of members, is received and shall be submitted to the Business Manager.
- No special meeting shall be called without at least fifteen days' notice given to all members, such notice containing information as to the subjects to be considered. Records of the meeting shall be written and held by the Business Manager or other designated committee member.
- 10.03 At the discretion of the committee conferences, forums and other meetings shall be held from time to time.

## **ARTICLE 11**

### **Additional nominations & elections for committee members**

- 11.01 **Nominations:** A nomination to become a committee member should be submitted to the Business Manager at least thirty days prior to the Annual General Meeting. The committee shall discuss each nomination in advance of the AGM. Approval of the nomination is at the discretion of the committee.
- 11.02 **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 proxy votes will not be permitted. Each official representative's job role, specification, qualifications and expenses (where necessary) shall be at the discretion of the committee and communicated at the next AGM.
- 11.03 **Ballots:** Ballots shall be tallied, and the results certified.