

Building Controls Industry Association (BCIA) Rules, Policies and Procedures

(To be read in conjunction with the current Constitution of the Building Controls Industry Association)

MEMBERSHIP GRADES

1.0 Membership of the Building Controls Association (BCIA) shall consist of various grades as determined by the Management Committee from time to time and laid out in these rules. The interpretation of criteria for each grade of membership and written guidance for applicants shall be set out by the Management Committee. The responsibility for the member election process, decision making, sponsorship requirements, appeals processes and voting rights of members remain with the Management Committee.

2.0 The classification of members as defined in the Constitution of the BCIA shall be as follows:

- (i) Full Member
- (ii) Enterprise Member
- (iii) Associate Member

MEMBERSHIP APPLICATION PROCESS

3.1 Potential BCIA members apply via the BCIA website or by contacting the Executive Officer by telephone or email.

3.1.1 The Executive Officer will send potential new members information on the benefits of membership, Working Groups and the cost of subscription together with an application form.

3.1.2 Completed application forms shall be submitted by email to the Executive Officer.

3.1.3 The Executive Officer will forward the completed application forms to the Management Committee for their consideration.

3.1.4 A majority of the Management Committee must agree before any new member application is accepted.

3.1.5 On acceptance the Executive Officer shall instruct FETA to invoice the accepted new member for their first-year subscription (or pro-rata part thereof) appropriate to the company type and annual turnover.

3.1.6 Membership of the BCIA is initiated upon subscription payment receipt by FETA.

APPOINTMENT OF PRESIDENT AND ELECTION OF VICE PRESIDENT

4.1 The BCIA shall have a President and a Vice President elected from the representatives of the current Full Members.

4.2 The President of the BCIA shall be appointed by the Management Committee and shall serve for a term of two years. The appointment of the President will follow an elected term of two years as Vice President in accordance with sub clause (6.9) of the BCIA Constitution.

4.3 The process for election of Vice President will be independently administered by FETA using electronic/web-based mail ("email"). The process will be scrutinised by the FETA Chief Executive.

4.3.1 The Executive Officer must send to Corporate Members not less than 21 days before the deadline for receipt of votes cast a notice by email to include an explanation of the purpose of the election, the voting procedure to be followed, and details of the candidates for election.

4.3.2 Each Corporate Member Company will be entitled to one vote only.

4.3.3 The voting procedure for votes cast must require a reference (Membership number) which allows the vote to be authenticated.

4.3.4 The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

4.3.5 The scrutineer (or his representative) must make a list of names of Corporate Members casting valid votes, and a separate list of members' casting votes which were invalid and provide to the Executive Officer written confirmation of the number of valid votes received and the number of votes received which were invalid. In accordance with sub clause (5.5) of the Constitution fifty percent of Corporate Members must vote for the election to be valid.

4.3.6 The successful candidate will be elected by a simple majority. In the event of an equal vote the President will have a casting vote.

4.3.7 The Executive Officer will, on behalf of the Management Committee, advise all BCIA Members the result of the election by email.

4.3.8 Following the final declaration of the result of the vote the scrutineer (or his representative) must retain on behalf of the Association evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

4.3.9 Any dispute about the conduct of the email ballot must be referred initially to a panel set up by the Management Committee, to consist of two Management Committee Members and a person or corporate body independent of the Association.

ELECTION OF MANAGEMENT COMMITTEE MEMBERS

5.1 With the exception of the President, Immediate Past President and Vice President election to the Management Committee shall be by self-nomination and email ballot of Corporate Members.

5.2 The process for election of Management Committee Members will be independently administered by FETA using electronic/web based mail ("email"). The process will be scrutinised by the FETA Chief Executive.

5.3 In the three-month period before the end of term of a standing down Management Committee Member(s) the Executive Officer will send to Corporate Members an email communication advising them of the vacancy arising and call for self-nominations.

5.4 The Executive Officer will prepare a ballot sheet including the names, Corporate Member company names and a brief biography of all self-nominations received.

5.5 The Executive Officer will send to Corporate Members not less than 21 days before the deadline for receipt of votes cast a notice by email to include an explanation of the purpose of the election, the voting procedure to be followed, and details of the candidates for election.

5.6 Only one self-nomination will be allowed from each Corporate Member Company and each Corporate Member Company will be entitled to one vote only.

5.7 The voting procedure for votes cast must require a reference (Membership number) which allows the vote to be authenticated.

5.8 The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.

5.9 The scrutineer (or his representative) must make a list of names of Corporate Members casting valid votes, and a separate list of members' casting votes which were invalid and provide to the Executive Officer written confirmation of the number of valid votes received and the number of votes received which were invalid. In accordance with sub clause (5.5) of the Constitution fifty percent of Corporate must vote for the election to be valid.

5.10 The successful candidate(s) will be elected by a simple majority. In the event of an equal vote the President will have a casting vote.

5.11 The Executive Officer will, on behalf of the Management Committee, advise all BCIA Members the result of the election by email.

5.12 Following the final declaration of the result of the vote the scrutineer (or his representative) must retain on behalf of the Association evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.

5.13 Any dispute about the conduct of the email ballot must be referred initially to a panel set up by the Management Committee, to consist of two Management Committee Members and a person or corporate body independent of the Association.

ELECTION OF WORKING GROUP CHAIRPERSONS

6.0 Each Working Group shall have a Chairperson. Any member of a Working Group may be a candidate for Chairperson of that Group. Voting in a new Chairperson shall be carried out at the next meeting of the Group following the stand down of an existing Chairperson. The vote shall be by secret ballot. The winning candidate shall be by simple majority of those in attendance at that meeting. In the event of an equal vote the incumbent Chairperson shall have a casting vote.

APPOINTMENT OF EXECUTIVE OFFICER

7.1 The Executive Officer shall be appointed by the Management Committee and report directly to them.

7.2 The Executive Officer shall attend all Management Committee Meetings and Working Group Meetings, report on relevant activities, take minutes and prepare them for distribution, and follow up on any actions as agreed.

7.3 The Executive Officer shall also report regularly via email updates on projects underway, keeping the Management Committee, Working Groups and Members informed of relevant developments.

7.4 The remuneration and expenses of the Executive Officer will be processed by the BCIA President within a budget agreed by the Management Committee.

Main duties of the Executive Officer – See Appendix 1

FINANCE

8.1 The financial year of the BCIA shall be the calendar year but this may be changed by resolution of the Management Committee.

8.2 FETA will provide banking facilities to the BCIA and is responsible for invoicing and collecting subscriptions, and paying invoices approved by the Executive Officer.

8.3 The Executive Officer will liaise with FETA on all aspects of BCIA finances, including collating information for the Management Committee.

8.4 The Executive Officer will present a Finance Report at each Management Committee Meeting.

8.5 The Executive Officer will prepare an annual budget for the BCIA. The budget will be presented to the Management Committee for approval.

8.6 Working Groups are expected to consider each year any possible expenditure they might incur and submit these to the Executive Officer to present to the Management Committee for approval.

8.7 The Executive Officer shall be responsible for managing the budget for the Annual BCIA Awards and Dinner. This includes working with the appointed management organisation and creative team to ensure the Awards are delivered to budget.

8.8 Any expenditure above £5,000 is to be approved by the Management Committee.

8.9 Appointment of suppliers - The Management Committee is responsible for the appointment of any suppliers to the BCIA.

When a requirement is identified the Executive Officer will prepare a brief, identify potential suppliers and request quotations from them against the brief. The Management Committee will review the brief and quotations before deciding on any appointment.

8.10 The Management Committee have established a reserves policy to minimise the risk to the Association of a downturn in income from its activities, and allow for the development of new areas of activity to meet its long-term objectives. The Management Committee review this policy annually and consider that the appropriate level of reserves should be equivalent to six months operating expenditure.

EXPENSES POLICY

9.1 All proposed expenditure which is to be reclaimed from the BCIA must be agreed in advance in writing with the Executive Officer or President.

9.2 Management Committee Members would not usually claim for attending Management Committee meetings which are scheduled at times to allow individuals to travel to and from the meeting on the same day without the need for overnight accommodation. However if a Management Committee Member does not have the support of an employer who will cover their expenses, and a meeting is scheduled a significant distance from their usual workplace or home location, they may apply to claim for costs of travel to the meeting.

9.3 Management Committee Members will endeavour to identify the best value for money travel or accommodation costs - this would normally be 2nd class rail fare and economy air travel.

9.4 If a Management Committee Member is specifically requested by the President or the Management Committee to represent the BCIA at a conference, exhibition or meeting in an official capacity, costs of travel, actual subsistence costs and if necessary overnight accommodation may be reclaimed. This would normally only apply to the President or their representative.

9.5 Management Committee Members taking part as attendees of other BCIA meetings such as the Awards Dinner, Conferences, Exhibitions or regional events, including those speaking at such events, would not normally claim travel or accommodation expenses.

9.6 Signed expense claims must be submitted in writing/email using the approved form, they must include copies of receipts/invoices or a note of travel distance.

9.7 Payments will be made in sterling by BACS to a UK bank account only on a monthly basis. All payments must be authorised by the Executive Officer.

9.8 Expenses for non-travel related items e.g. telephone use, stationery, internet broadband, equipment related to the Management Committee Members duties are not normally repaid by the BCIA but under exceptional circumstances these may be considered with prior consent of the Executive Officer and President.

MARKET INFORMATION SERVICE (MIS)

10.1 Operation and purpose of the MIS – The Market Information Service was established to provide unique data on the UK controls industry for BCIA members. It is operated by an independent consultant appointed by the BCIA Management Committee.

10.2 Anonymity of the MIS – The MIS is a service which collects and collates information from BCIA Members. This data is then anonymized by the independent consultant so that no member of the BCIA can know who has contributed the data or what figures may relate to a particular member.

10.3 Obligation of members to supply information – By joining the BCIA, companies agree to participate in providing figures for the MIS. Exemptions can only be granted by express approval of the Management Committee. Associate Members will not be expected to submit information or have access to MIS data.

10.4 Provision of data to Members submitting to MIS – Member companies submitting to the MIS will receive quarterly figures from the independent consultant. They will also be able to contact the consultant with any questions on the figures. The MIS data is also presented regularly at Marketing Working Group meetings.

10.5 Provision of data to Members not submitting to MIS – Member companies not submitting to the MIS will receive a summary of the figures on a quarterly basis.

EQUALITY AND DIVERSITY POLICY

11.0 Our aim:

11.1.1 In carrying out its functions the BCIA is committed to promoting equality of opportunity for all, and to ensuring that no individual is discriminated against in the planning and delivery of any of its activities.

11.1.2 We therefore aim to ensure that the values of equality, diversity and respect for all are embedded into everything we do.

11.2. About our policy:

11.2.1 This policy demonstrates the BCIA's commitment to eliminating discrimination and encouraging and valuing diversity amongst membership, staff, committee members, volunteers and users of our services.

11.2.2 We recognise our responsibilities under the Equality Act 2010, and are committed to meeting them. We believe that a culture that embraces equality and values diversity will help us to ensure that everyone feels involved and included in our plans, programmes and activities.

11.2.3 We aim to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or discriminatory behaviours are tolerated. We are committed to providing equality and fairness to all involved in the BCIA and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, paternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

11.3 Our responsibilities:

11.3.1 The BCIA understands that for equality to be achieved this policy needs to be communicated to and adhered to by staff, committee members and volunteers.

11.3.2 This policy has been agreed by the Management Committee.

11.3.3 All staff, committee members and volunteers have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy.

11.4 Our commitments:

11.4.1 We will seek to create an environment in which diversity and the contributions of all staff, committee members and volunteers are recognised and valued in all that we do.

11.4.2 To not tolerate any form of intimidation, bullying, or harassment, and to discipline those who breach this policy.

11.4.3 We will select and recruit staff, committee members and volunteers on the basis of their attitude, aptitude and ability.

11.5 Review and action:

11.5.1 We recognise that it is important for us to regularly review this policy to ensure that it reflects current equality legislation and best practice. A review of our Equality and Diversity Policy will be carried out on an annual basis and any necessary actions taken.

PRIVACY POLICY – GENERAL DATA PROTECTION REGULATIONS

12.1 The BCIA is a member of the Federation of Environmental Trade Associations (FETA) and as such shall adhere to its constitution, rules and regulations.

12.2 FETA/BCIA will process member's data (i.e. collect, store and use) according to the requirements of the GDPR at all times and shall endeavour to keep personal data up-to-date, ensuring its accuracy.

12.3 FETA/BCIA will use the personal data collected for the following purposes:

- Notification of meeting arrangements
- Circulation of Agendas and Minutes of meetings
- Circulation of information deemed relevant to you or your Company as a Member
- Annual invoicing/letters/Annual Dinner information
- We may give information to the FETA/BCIA PR company, and other trusted contractors, for specific purposes such as the circulation of newsletters, organising events, website lists of members or conducting member surveys

12.4 By becoming a member of one of FETA's associations Members confirm that they are agreeing to FETA's use of their personal data for the aforementioned purposes and are giving FETA permission to carry out those actions and activities.

12.5 Members may withdraw their consent at any time by contacting info@feta.co.uk

12.6 FETA/BCIA is committed to ensuring that all personal information collected and processed is appropriate for the stated purposes and shall not constitute an invasion of Members privacy. We will not share or sell your personal data with third parties for marketing purposes. Unless for the purposes outlined above, we will never share your personal data with third parties unless we ask for and receive your consent, except if we are required to do so by law.

12.7 FETA/BCIA shall never be intrusive or invasive of your personal privacy and shall not ask Members to provide data that is irrelevant or unnecessary and we will enact strict measures and processes to ensure that the risk of unauthorised access or disclosure of your personal data is minimised.

12.8 FETA is registered as a data controller with the Information Commissioner's Office under the registration reference Z5825135.

CODE OF CONDUCT

13.1 The Objects of the Building Controls Industry Association are set out in Clause [2.1] of the Constitution.

13.2 In pursuance of the Objectives, Members shall:

13.2.1 Uphold the dignity and reputation of the profession and safeguard the public interest in matters relevant to the advancement and practice of building controls and BEMS.

13.2.2 Exercise skill and judgement to the best of their ability and discharge their professional duties and responsibilities with integrity.

13.2.3 Actively maintain and enhance, and where possible encourage others to do the same, an up to date knowledge and understanding of building controls and BEMS.

13.2.4. Have due regard for the safety, health and welfare of themselves, colleagues, the general public and the environment. Assessing and managing relevant skills, liabilities and professional insurances and communicating these appropriately.

13.2.5 Act in accordance with the principles of sustainability and prevent avoidable adverse impact on the environment and society.

13.2.6 In their professional conduct undertake only professional tasks for which they are competent and disclose relevant limitations of their competence; avoid where possible real or perceived conflicts of interest and advise affected parties when such conflicts arise; observe the proper duties of confidentiality; reject bribery and corruption and encourage others to do the same; raise concern about danger, risk, malpractice or wrongdoing which affects others and support colleagues or others to whom they have a duty of care in good faith; accept responsibility for work carried out under their supervision and treat all persons fairly and with respect.

13.2.7 Notify the BCIA of any significant violation of this Code of Conduct by another member.

13.3 Members shall not:

13.3.1 Deliberately misrepresent the views of the BCIA

13.3.2 Serve their own interest nor those of their employer or client when contributing to the work of the BCIA where those interests might conflict with the objects above.

14.0 COMPLAINTS PROCEDURE

14.1 As a trade association, we are not in a position to deal with complaints about our members directly. We need to remain fully impartial so as not to jeopardise the outcome of any complaint made.

14.2 BCIA Members must have a published internal complaints handling procedure that is fit for purpose.

CHANGES TO RULES, POLICIES AND PROCEDURES

15.1 Any proposed revisions to these Rules, Policies and Procedures shall be presented to Corporate Members by email or in writing together with proxy ballot papers for decision at the next plenary Members meeting.

15.2 All revisions shall be subject to the approval of two-thirds of Corporate Members present at the meeting including any proxy votes. In accordance with sub clause (5.5) of the Constitution fifty percent of Corporate Members must vote for the election to be valid.