

# **Terms and Conditions**

## **Categories of Membership**

1. Manufacturing Members (voting)
2. Hirer/Dealer Members (voting)
3. Training Members (voting)
4. Associate Members (non-voting)

PASMA Council of Management shall be made up of 10 members. The minimum number of Manufacturing Members will be half of the entire Council. The remaining members will be elected from Hirer/Dealer and Training Members.

The specific interests of these groupings will be met by the formation of appropriate committees who shall elect from their number a chairman. The appointment of the chair of each committee will be subject by ratification by Council.

1. Manufacturing Committee, (this may incorporate or have as a sub-committee - Technical Committee).
2. Hirer/Dealer's Committee
3. Training Committee

The chairman of these committees shall be entitled to seat on Council, if they are not already elected. Nominations and elections to the chair of each committee shall take place in advance of the Association AGM. This will ensure that the appropriate number of vacancies for both Manufacturers and Dealer / Hirer / Training Companies is intimated to all voting members, from whom nominations to Council for the remaining places will be sought.

In order to avoid the possibility of one company, or group of companies, from having an undue and disproportionate influence on the Association, the following rules shall apply.

No company or group of companies shall have more than one representative on Council.

Whilst the chairman of the Association may also chair a sub-committee, no company or group of companies may chair more than one committee or sub-committee, with the single exception of 'ad hoc' committees, formed to address a particular issue and with a limited duration.

However, member companies may have one delegate on as many committees, sub-committees, as they feel necessary to represent their company's interests.

## **Membership Criteria**

All individuals and corporate bodies applying for memberships must satisfy the following criteria:

1. Be of good repute and standing in the access industry.
2. Have access equipment meeting the minimum requirements as specified from time to time by Council. (Currently equipment which is certified to conform to BS EN 1004:2004)
3. Have adequate and appropriate safety systems and a record of good safety practice.
4. Agree to be bound by the rules and Code of Conduct of the Association.

The decision of Council by a simple majority vote shall be decisive on the suitability or otherwise of all such candidates against these criteria for membership of the Association.

The Council shall not be bound to publish or otherwise communicate the reasons for such decisions.

The elected members of the Council of Management and members of committees shall be entitled to one vote only per member, with the chairman having a casting vote.

Members shall be entitled to vote by proxy, provided they make this known to the Chairman in writing stating clearly who acts as their proxy.

Each Committee shall be responsible for monitoring the continued compliance with these criteria by those members within its category.

The Committees may recommend to Council the expulsion or suspension of membership for individuals or corporate bodies who are in breach of these conditions.

Any such individual or corporate body subject to expulsion or suspension shall be entitled to appeal by writing to the Secretary at the Registered Office of the Association within fourteen days stating the grounds for their appeal. The proposed disciplinary action shall be suspended pending the outcome of the appeal. Appeals shall be heard by a duly convened meeting of the Council of Management at which the member may personally attend to state their case. The decision by a simple majority vote of the Council of Management shall be final.

## **Additional Membership Criteria**

1. Manufacturing Members shall have third party product conformity certification by an approved body to the appropriate National, European or International Standards as defined by Council.
2. Hirer / Dealer Members shall have / offer for sale or hire products which meet the appropriate National, European, or International Standards as defined by Council.
3. Training Members shall have PASMA Approved Training Centre Status.
4. Associate Members shall have a demonstrable interest in the tower industry.

## **PASMA CODE OF CONDUCT**

### **For all Members**

1. Members undertake to conduct their business within the requirements of legislation, regulations, Health & Safety Guidance and the PASMA Code of Practice.
2. Members undertake to provide appropriate training for their staff to enable them to operate within and give advice in accordance with the PASMA Code of Practice.
3. Members undertake not to communicate with the press or other media on behalf, or purporting to be on behalf, of the Association, without the express permission of Council.
4. Members undertake not to bring the industry or the Association into disrepute by their actions or negligence.
5. Members undertake to act with integrity at all times.
6. Elected office-bearers undertake to fulfil their duties with objectivity, to the best of their ability, and in the interests of the Association and industry as a whole, without fear or favour.
7. Members undertake to contribute fully to committees to which they are elected / appointed and to extend mutual respect to their fellow members.
8. Members undertake to disclose any interest they may have in any subject, motion or application under discussion at Council or Committee meetings and to disqualify themselves, or to be disqualified, from such discussion, or voting thereon if the Chairman deems the appropriate.
9. Members undertake to co-operate with the Council of the Association and its Committees and to provide such information as they may reasonably request or provide just cause form refusing to provide such information.