

JOINT SECURITY INDUSTRY COUNCIL

BYE-LAWS (Art.5 & 6)

Edition Three(2006)

DEFINITIONS

The Council is governed by the laws of England and Wales.

All references to the Council, or JSIC, shall mean the Joint Security Industry Council.

All references to the Board shall mean the Board of Directors/Management Committee of JSIC.

Any reference to the masculine gender shall be deemed to include the feminine gender.

Any reference to the masculine gender shall be deemed to include a company or business.

Any reference to a member shall mean the association, individual or company admitted into full membership or such other categories of membership as defined in the byelaws.

Any reference to Chief Executive shall mean Chief Executive/Chairman or other person appointed by the Board.

Any headings mentioned within the bylaws are for reference purposes only and do not form part of any agreement.

1. NAMES:

1. a. The Council shall be known as the Joint Security Industry Council (JSIC).

1. b. Regions shall be known as the (name) Region of the Joint Security Industry Council, where (name) shall indicate the geographical location of the Region.

2. ADDRESSES:

The address of the Council and its sectors deemed to be known as the Head Office shall be such a place as the Administration and records are currently residing, or may be chosen to reside, within Great Britain. The address of a Region shall be that of the Secretary to the Region.

3. CONSTITUTION:

The Council shall consist of:

3. a. The named Directors of the Company, being the elected members of the Board

3. b. The Board of not more than nine elected members, including the Chairman and Vice Chairman and such officers as the Board shall consider necessary.

Voting members shall nominate representatives of full members to stand for election to the Board. The Board may determine the number of representatives from each sector of the industry on the Board from time to time.

3. d. Such Regions as the Board shall consider necessary for effective communication, education and fellowship within the Council, having regard to geographical location and density of membership.

3. e. Such categories of membership as later defined.

4. OBJECTS:

The Objects of the Council shall be as stated in the Memorandum and Articles of the Council.

5. MEMBERSHIP:

5. a. The membership of the Council shall comprise two classes, namely:

(1) Voting Members - these members may vote as specified below. Certain categories of Voting Members are also Statutory Members of the Council and are able to vote at Statutory (AGM & EGM) meetings.

(2) Non-Voting Members

5. b. The Council reserves the right to refuse membership to any person or company or organisation without giving any reason so far as the Council is permitted to do so by

law.

- 5. c. The Council undertakes to fulfil its obligations under the Data Protection Act with regard to information held on its members. Such data will not be processed in any way that would be in breach of the Acts or disclosed to any third party.
- 5. d. All members are required to comply at all times with the bylaws of the Council from time to time in force.

6. FEES:

Fees and subscriptions shall be reviewed and determined annually by the Board.

7. SUBSCRIPTIONS:

- 7. a. Annual subscriptions for all categories of membership shall be determined by the Board and ratified at the Annual General Meeting, a specially convened General Meeting, or by postal ballot.
- 7. b. A member shall, unless otherwise ordered by the Board, pay the full amount of the annual subscription for that year; but new members joining after 31st January in any year shall be admitted on payment of a reduced first annual subscription.
- 7. c. Except as provided in clause (b) of this bylaw, annual subscriptions shall be due on the 1st day of August in each year.
- 7. d. Payment of subscriptions plus VAT must be made within 31 days of the due date; otherwise membership may be terminated in accordance with the bylaws.
- 7. f. Members residing overseas may be required to pay an additional postage charge.
- 7. g. Subscriptions shall be sent to the offices of the Council. Payments shall be made in pounds sterling payable to the "Joint Security Industry Council".
- 7. h. There will be no refund of subscriptions or fees, save for manifest error.

8. OFFICERS OF THE COUNCIL:

- 8. a. The officers designated in the Articles are the officers of the Council for the purposes thereof and shall comprise:
 - (1) the Chairman
 - (2) the Vice-Chairman
 - (3) the Treasurer
 - (4) the Secretary
- 8. b. For functional purposes, the officers of the Council also comprise:
 - the Honorary officers, namely:
 - (5) the President
 - (6) the Patron
 - and the Executive officer, namely:
 - (7) The Chief Executive when such office is filled
- 8. c. **President and Patron:**

The appointments of President and Patron are at the discretion of the Board. They shall be persons of distinction either within or without the Joint Security Industry Council. They shall be ex-officio non-voting members of the Board. They may resign office at any time by notice in writing to the Chief Executive but may be removed from office only by resolution passed by three-fourths majority of all members of the Board. When retiring from office he shall hand over to his successor all Council papers and regalia.
- 8. d. **The Chairman and Vice Chairman:**

The Chairman and Vice Chairman of the Council shall be elected by the Council from within the Members of the Board at the Annual General Meeting (statutory), and shall hold office for a period of one year, but they shall be eligible for re-election. They shall be ex-officio members of all committees of, or appointed by, the Board. The Chairman and Vice Chairman of the Council may resign office at any time by one months notice in writing to the Board or Chairman but may be removed from office only by resolution passed by three-fourths majority of all members of the Board. When retiring from office they shall hand over to their successors all Council papers and regalia.

8. e. The Treasurer:

The Treasurer of the Council shall be elected by the Board but need not be a member. He shall be elected at the first Board meeting following the Annual General Meeting (statutory) and shall hold office for a period of one year, but shall be eligible for re-election.

He shall be responsible to the Board for the supervision of the collection and paying out of all money of the Council and for the supervision of the accounts of the Council. All monies received on behalf of the Council shall be paid into the bank accounts held in the name of the Council. Cash accounts and the balance sheet of the Council shall be prepared as at the 31st July of each year and shall be audited by appointed accountants. The Treasurer shall present the accounts and balance sheets at the Annual General Meeting.

The Treasurer may resign office at any time by one months notice in writing to the Chief Executive Officer but may be removed from office only by a resolution passed by a three-fourths majority of all members of the Board

When retiring from office, he shall hand over to his successor all Council papers and regalia.

8.f. The Secretary:

The Secretary (who need not be a member) is appointed by the Board under, and in accordance with, the Articles. In addition to his duties thereunder, under company law, and as may be expressly assigned to him by the Board, he shall be responsible to the Board and his duties shall include attendance at General Meetings (statutory) of the Council and at meetings of the Board. He shall be granted such remuneration or honorarium and expenses, as the Board shall decide.

The Secretary may resign office at any time by one months notice in writing to the Board Chairman or Chief Executive Officer but may be removed from office only by a resolution passed by a three-fourths majority of all members of the Board.

8. g. The Chief Executive:

The Chief Executive Officer (who shall not be a Voting Member) shall be appointed by the Board and shall be granted such remuneration and expenses, as the Board shall decide. He shall be responsible for the administration of the Council and shall act in accordance with the directions of the Board. He shall be an ex-officio non-voting member of the Board and of all the committees of or appointed by the Board

9. BOARD OF DIRECTORS:

The Board shall be the governing body of the Council and shall have full powers to act in its name. It shall operate within the framework here detailed:

QUALIFYING MEMBERS:

9. a. It shall normally comprise of members elected following nominations by Council members. Nominations must be received on the appropriate form. In any dispute the Chairman's decision is final. Neither the Treasurer nor the Secretary shall have a vote on the Board unless as elected members.

9. b. It shall have power to co-opt other members for special duties; however such members shall not be entitled to vote on the Board.

9. c. Election of members to the Board:

9. c.1. Invitations for nomination to the Board shall be circulated to all Voting Members together with the AGM notification documents, not less than 48 days prior to the Annual General Meeting (statutory).

9. c.2. Nomination forms duly signed by (a) the nominee agreeing to stand for election and (b) the proposer, must be returned to, and received at the Council offices not less than 21 days prior to the Annual General Meeting (statutory). Any nomination forms found to be, in the opinion of the Board incomplete, altered or incorrect will be void.

9. c.3. Where the number of accepted nominations is less than or equal to the number of vacancies on the Board to be filled relating to that sector, then no ballot shall be necessary and the names of the nominees will be dispatched with the agenda for the AGM not less than 7 days before the Annual General Meeting (statutory).

- 9. d. Members are elected to the Board for a term of three years. One third of elected members of the Board shall retire at each Annual General Meeting (statutory). This number shall not include unfilled vacancies created by deaths and resignations, which may have occurred during the year, and shall be selected by reference to their seniority in continuity of service as members of the Board. In cases of like seniority, as between two or more members of the Board, the member or members to retire shall be determined by lot. Members required or selected to retire by virtue of their length of service shall be eligible for re-election.
- 9. e. Vacancies, created by death or resignation, may be filled by the Board, co-opting suitable candidates. These candidates will stand for election at the next AGM and if re-elected continue in office for the period allocated to that vacancy.
- 9. f. If more than 3 vacancies occur in any one-year members forced to stand down by reason of elapsed term, if re-elected will continue in the term they vacated. Other vacancies will be filled from the sector as nominated. If two or more nominations for vacancies are successful the person polling the most votes will fill the office with the longer time period.

10. POWERS OF THE BOARD

The Board is constituted and empowered under the Articles. Without prejudice to the generality of the power conferred upon the Board by the Articles it is for convenience hereby recorded but not by way of limitation, that they include powers:

- 10. a. to raise funds;
- 10. b. to direct and supervise any research;
- 10. c. to appoint Committees, either as Standing Committees or for any special or temporary purpose, and to delegate to them, or any of them, any of the powers and duties of the Board; and at any time and from time to time to rearrange and modify the powers and duties of a Committee; to revoke, vary or add to and delete powers and to disband such Committees;
- 10. d. to appoint as members of such Committees, or any of them, persons other than members of the Council;
- 10. e. to pay the expenses of the members of any Committee, whether they may be members of the Board or other persons;
- 10. f. to elect the President, Chairman, Vice-Chairman, Treasurer, Secretary and other officers;
- 10. g. to fill in accordance with the provisions of the Bylaws, any vacancy or vacancies this may occur during any year among the officers of the Council or the members of the Board;
- 10. h. to make reasonable and proper remuneration to any member, officer or servant of the Council, for any services rendered to the Council.
- 10. j. to engage any individual or company to provide secretarial and other services to the Council for such period and on such terms and financial remuneration as determined and agreed between the council and the individual or company so engaged, and may terminate such arrangements where necessary in the interest of the Council.

11. PROCEEDINGS OF THE BOARD:

- 11. a. Meetings of the Board shall be convened by the Chief Executive, or Chairman, on the direction of the Board or the Chairman and also upon the receipt of a notice signed by not less than 2/3 (two thirds) members of the Board requiring him to do so. The Board retains the right to conduct meetings without the attendance of non-Board members.
- 11. b. Meetings of the Board shall be held at such times and places as the Board shall from time to time direct; and not less than ten days notice in writing, accompanied by a statement of business to be then transacted, shall be given to every member of the Board of each meeting.
- 11. c. A quorum shall be the next whole number above one third of the voting members of the Board.

- 11. d. The Chairman at meetings of the Board shall be the Board Chairman or if he shall not be present, the Vice Chairman or if he shall not be present, a Chairman shall be elected from amongst the members of the Board present.
- 11. e. Except as otherwise provided by the byelaws, questions arising at meetings of the Board shall be determined by a majority of the votes of the members present entitled to vote.
- 11. f. Voting at meetings of the Board shall be by a show of hands but in the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- 11.g. The Board shall cause proper minutes to be made of; all appointments of officers made by the Board; of the proceedings of all statutory meetings of the Board; all business transacted at such meetings. Any such minutes of any meetings, if purported to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be sufficient evidence, without any further proof, of the facts therein stated. Minutes shall be circulated to members of the Board and Regional Secretaries for their own use and not for onward circulation.
- 11. h. Any decision of the Board shall be final and binding upon all members of the Council to which the decision relates; but any previous decisions of the Board shall not be considered to be a precedent, so far as to fetter the Board's discretion and the Board shall not be bound by its previous decisions.
- 11. i Items under discussion may be deemed to be confidential by the Board. The Board shall cause minutes of such confidential items to be made. Such minutes will only be for Board circulation.
- 11. j. A resolution in writing signed by all the members for the time being of the Board, or any of any Committee of the Board who are entitled to receive notice of a meeting of the Board or of such Committee, shall be as valid and effectual as if it had been passed at a meeting of the Board or of such Committee duly convened and constituted.
- 11.k The Board may, subject to these Bye-Laws, regulate its procedures by Standing Orders, which should be notified to the voting members of the Council.

12. POSTAL BALLOTS:

Postal ballots provided for in the Articles of Council shall be conducted in the following manner:

- 12. a. A ballot form shall be in the form prescribed by the Board
- 12. b. In the case of the election of members to Board at Annual General Meetings (statutory), the Chief Executive shall despatch ballot forms to Statutory Members not less than 21 days prior to the Annual General Meeting. The ballot forms shall state that they must be returned to and received at the Council offices not less than one clear working day prior to the Annual General Meeting.
- 12. c. In the case of other postal ballots, the Chief Executive shall despatch ballot forms to appropriate Voting Members not less than 7 days after the calling of the postal ballots. The ballot forms shall state that they must be returned to and received at the Council offices not more than 21 days after their date of issue.

13. STANDING COMMITTEES:

Standing Committees shall be appointed by the Board from time to time (when required) to exercise such powers, and to perform such duties under the control of the Board, as may be delegated to them by the Board.

14. REGIONS:

- 14. a. Regions, comprising of Council members resident within a geographical area, may be formed and run with the sanction and approval of the Board and in accordance with this bylaw and may, whilst so authorised and so run, be styled as "Regions of" the Council.
- 14. b. Every such Region shall be constituted as an independent unincorporated Council.

- 14. c. A Region may, subject to the approval of the Board which shall not be unreasonably withheld, appeal for funds on its own behalf, or on behalf of the Council or accept any sponsorship for part or all of Regional meetings, but no approval shall be given for an appeal for funds or sponsorship by a Region on its own behalf which does not require a condition of the approval that the appeal shall make clear, in terms to be approved by the Board, that it is not an appeal for funds for the Council. The Board may at any time, by notice in writing to a Region, withdraw its approval under this bylaw.
- 14. d. Regional Committees or members will not act on behalf of the Council or act as the Council's agent or incur any liabilities to the Council, except with prior approval of the Board.
- 14. e. No Region shall publish a journal or in any way pledge, or attempt to pledge, the credit of the Council or of the Board
- 14. f. A Region may be dissolved by the Board at any time if, in the opinion of, the Board the number of members of the Region is insufficient, or the Committee of the Region has failed to observe the rules or the continuance of the Region is for any reason whatsoever unnecessary or undesirable.
- 14. g. Any region must comply fully with the bylaws and regulations of the Council.
- 14. p. Any region may use the Joint Security Industry Council logo, provided that the regional title, names and contact addresses of each regional officer are clearly shown and not that of the Head Office.
- 14. q. the Council may in the absence of a regional committee appoint a member, or the representative of a member, to act as regional representative of the Council in that region.

15. STAFF:

The Board shall have the power to appoint and dismiss and fix remuneration and salaries of any staff they consider necessary. Such powers may be delegated to the Chairman and Vice Chairman and one other member of the Board acting together and ratified by the Board.

16. CODE OF ETHICS:

Each member of the Council, by his acceptance and continued membership thereof, shall be deemed to have subscribed to the following:

- 16. a. To pursue his activities, conforming to professional standards and maintaining high ideals of personal honesty and integrity.
- 16. b. To abide by the policies and codes of practice of the Council, as established from time to time.
- 16. c. To analyse impartially and to the best of his ability, security problems receiving his attention and to advance the best possible solution for the protection of his clients.
- 16. d. To conduct himself in a dignified manner and to refrain from using improper or unprofessional methods in furthering his business.
- 16. e. To co-operate in advancing the best interests of the security industry, always ready to apply his special knowledge, skill and training for the use and improvement and betterment of his profession.
- 16. f. To encourage and promote loyalty in his profession by acting in a fair, reasonable and business- like manner in any dealings, especially those with any fellow member

17. APPLICATION FOR MEMBERSHIP

- 17. a. Application for all categories of membership shall be made to the Council's Head Office, who will forward the necessary forms for completion, by the applicant. Applicants for membership shall be required to agree to abide by the Constitution, Rules and Ethical Code of Conduct of the Council and submit the appropriate application form and fee to the Secretary. The making of a false declaration or omission of relevant details by the candidate shall automatically preclude membership.
- 17. c. The ratification of applications shall be by voting by the Board, the voting being by ballot. An application shall be ratified if supported by a majority of those present,

- having the right to vote and voting at such election. The Council, through the Board, reserves the right to decline membership without explanation.
- 17. d. Head Office shall notify candidates of the Board's decision and any unsuccessful applicant shall be ineligible to reapply for a period of twelve months. The names of the rejected candidates shall be recorded in the minutes of the Board.
 - 17. e. Upon receipt of an application for membership, Head Office shall send the applicant a copy of the Bye-laws. When a candidate is accepted, a request for payment of fees will be issued; but no member shall be entitled to any of the rights and privileges of such membership until he has paid his first annual subscription.
 - 17. f. Every member shall pay his first annual subscription within one calendar month of the date of notification of the Board's decision; unless the delay is explained to the satisfaction of the Board, his admission shall be void.
 - 17. g. Every member shall inform the Council of a change or changes in his address, and notices and other papers and documents relating to the business of the Council, if being sent by post or delivered to the registered address for the time being, shall be deemed to have been duly sent to the member concerned and to have been received by him at the time of delivery or if posted when in the ordinary course of post they shall have reached him.
 - 17. h. A member who fails to register a change of address shall not be entitled to receive notices relating to the meetings and business of the Council; and no meeting or other proceeding shall be invalidated by reason of non-issue of a notice from that or any other cause.
 - 17. i. Former members may re-join the Council within five years of leaving providing that:
 - 17. i.1. They have not been expelled under any of these bylaws.
 - 17. i.2. They have remained "Within the Security Industry".
 - 17. i.3. The application is for membership in the same category as last registered.
 - 17. i.4. The appropriate application form is completed.
 - 17. j. Former members applying after five years of leaving the Council will be treated as new members and will be required to reapply.
 - 17. k. Any member, whose membership has been terminated for non-payment of dues, may re-apply for membership upon payment of the current year's subscription subject to 17.j above
 - 17. l. The Secretary will maintain a register of all members

18. CONDITIONS OF USE OF LOGOS AND TITLES:

The Joint Security Industry Council Logo or Trade Mark and Title:
The registered logo or trademark may be used by the Council for its own purposes and by its members, in accordance with the rules for its use determined by the Board.

19. TERMINATION OF MEMBERSHIP:

- 19. a. Any member shall be liable, at the discretion of the Board, to suspension or expulsion if he:
 - 19. a.1. Is in arrears with the payment of the annual subscription.
 - 19. a.2. In the opinion of the Board has violated the Code of Ethics or Bylaws of the Council.
 - 19. a.3. In the opinion of the Board, has engaged in conduct considered prejudicial to the best interests of the Council.
- 19. d. A member may resign his membership of, and withdraw from, the Council at any time by written notice to the JSIC Head Office.
- 19. e. There will be no refund of subscriptions or fees, save for manifest error.
- 19. f. Upon cessation of membership, a former member is required to return to the Council offices all property of the Council as may be in his possession and to delete forthwith any logo or other reference to JSIC membership from any stationery or other material.

20. APPEALS PROCEDURE

Any member has the right of appeal against a decision taken by the Board concerning his membership.

- 20. a.** Any member may be suspended or expelled at a meeting of the Board in accordance with Bylaw 19. In all cases, however, the opportunity shall be given to the member concerned, by notice in writing, to be present and/or represented at such a meeting and he shall be given an opportunity to answer the allegations, prior to any decision being made by the Board
- 20. b.** The Board's decision will be final.

21. MEMBERSHIP CLASSES AND CONDITIONS

21. a The membership of the Council shall consist of two classes: Voting Members referred to as Full Members; and non voting Associate Members, Affiliates and Observers.

22. Full Members

- 22. a** Full members shall be associations or organisations that satisfy the Board that they fulfil the following conditions of eligibility for membership and are admitted to full membership by the Board.
- 22. b** The conditions of eligibility for full membership are that:-
 - 22. b.1.** The body represents a group of individuals, firms, companies or organisations, covering any sector of commercial or industrial activity that includes the function of protective security, or the supply of any security products or services, or such other related activities, as part of it or their activities, as may from time to time be approved by the Board.
 - 22. b.2** that has a constitution or registration and operates within the United Kingdom.
 - 22. b.3** Undertake to pay the prescribed annual subscription as determined by the Council.
 - 22. b.4** voting at Council: one vote per member body.
 - 22. b.5** Fees and subscriptions as determined by the Board

23. Associate Members

- 23. a** Associate Members shall be such foundations, trusts, associations, firms, companies, organisations or individuals, as the Board in its absolute discretion may from time to time admit or invite into membership to broaden the representation within the Council and/or support the Council as contributors to the funding and maintenance of the Council and its objectives and subject to byelaw 23.b.
- 23.b** Proviso for encouragement of support for Associations.

Any applicant for membership being an individual, firm, or company, in respect of which there is an association established to represent the sector of activity in the security industry or other sector in which he or it operates, should also be a member as an individual or as a company of a relevant association (whether or not that Association or body is a member of JSIC) and should produce evidence of such with the application.

23. c. The conditions of eligibility for associate membership are that:

23. c.1 That such an individual or body has a constitution or registration, as appropriate, and operates within the United Kingdom, European Union or elsewhere, and.

23. c.2 Undertakes to contribute an annual sum towards the support and promotion of the work of the Council in an amount agreed by reference to the range of contribution options determined by the Council or by separate agreement.

23. d. Contribution levels:

Contribution levels and the scale of benefits for groups of associate members are to be determined by the Board, reviewed annually, and notified to all members.

24. Affiliated Members:

Affiliated Members shall be such governmental and non governmental organisations, companies or organisations of national or general importance, academic, professional or educational institutions, and such European and international companies or bodies, as apply to or receive an invitation from the Board to join the council as affiliated members and are accepted as same.

24.a Conditions of eligibility:

24.a.1 That has appropriate registration and operates within the United Kingdom, European Union or elsewhere.

24.a.2 that is not appropriate for any other category of membership.

24.a.3 Shall not be required to pay a subscription.

25. Observers:

Observers shall be such governmental and non governmental organisations or individuals, as apply to or receive an invitation from the Board to act as observers of the council and/or its committees and are accepted as same.

27. Bye-Laws:

These bye-laws replace all previous bye-laws and shall have effect from the date of approval by the Board.

Approved at the Board Meeting held on 19 September 2006

Signed

P J Somerville

Chairman

Joint Security Industry Council

Administrative Direction 1/06

MEMBERSHIP GROUPS, CONTRIBUTION LEVELS, AND BENEFITS

1. Full Members

Annual subscription: £600

2. Membership Groups - Associate members

2.1. Associate members will be assigned to the following Groups according to the subscription or contribution level shown below

2.2.	Group A	£ 5 - 10,000 p.a.
	Group B	£ 1 - 5,000 p.a.
	Group C	£ 500 - £900 p.a.
	Gross D	Individual £150 p.a.
		Organisation £300 p.a. (up to gross turnover £25K or 5 employees)

3. All fees and subscriptions are subject to Value Added Tax at the prevailing rate (currently 17.5%)

4. Membership Benefits:

The membership benefits in respect of all categories of membership shall be as determined by the Board and promulgated to all members.

Approved at the Board Meeting held on 19 September 2006

Signed

Patrick J Somerville
Chairman

JOINT SECURITY INDUSTRY COUNCIL

DRAFT Administrative Direction

CONDITIONS FOR USE OF THE JSIC LOGO

1. The JSIC logo is the identifying symbol of the Joint Security Industry Council.
2. The use of the logo is controlled by requiring compliance with the following guidelines:
 - 2.1. All Members of the Council are permitted to display the logo subject to the undermentioned rules .
 - 2.2. Elected Officers of the Council may use the logo for Council purposes.
 - 2.2. All members may use the logo on their web sites, stationery and publicity material;
 - 2.3 All members of an association or other body which is a member of JSIC may also display and use the logo (and legend) on their web sites, stationary, vehicles and other publicity material, provided that the membership category and number of the parent body is displayed with the logo.
 - 2.4 Official documentation produced by on behalf of the Council and appertaining to the work of the Council may be identified by the display of the logo.
3. The use of the logo is further controlled by the following requirements
 - 3.1. any alteration of the design of the logo, in any way, is not permitted
 - 3.2 the colour of the logo is to remain a single colour of dark blue or black where appropriate.
 - 3.3. the size may be altered provided the width and height ratios are maintained.
 - 3.4 substitution or addition of any lettering other than that authorised is prohibited.
 - 3.5 the authorised legends or sub-titles that may accompany the logo are as follows;
 - 3.5.1. “Member (No.)” in the case of full members
 - 3.5.2 “Associate Member (No.)”
 - 3.5.5 “Affiliate Member (No.) ”(Where the number to be used is the membership number of the member body.)
4. Improper use or display of the logo may amount to misrepresentation and be brought to the attention of Trading Standards officials for investigation and action.

Approved at the Board Meeting held on _____.

Signed

Chairman

JOINT SECURITY INDUSTRY COUNCIL

Administrative Direction

REGIONAL BRANCHES/REPRESENTATIVES

1. Regional Branches may be established as approved by the Board
2. Election of a Regional Committee

The officers of the Regional Committee will be elected by the local representatives of the full members and may be:-

Chairman
Deputy Chairman
Secretary
Treasurer
Information Officer

A Regional Committee shall not exceed nine persons, elected from amongst local representatives of full or associate members in the Region.

At the discretion of the Regional Committee the offices of Secretary and Treasurer may be combined.

The Regional Secretary shall maintain a register of the local representatives of the all members represented in the Region.

Nominations of candidates shall be made in writing to the Regional Secretary prior to the Regional Annual General meeting. The Regional Secretary shall establish the candidates' eligibility for election before their names are submitted for election at the meeting. They shall retire each year but will be eligible for re-election.

In the event of a casual vacancy occurring in the Regional Committee the Committee may appoint a local representative of a full or associate member to fill the vacancy for the remainder of the term of office.

3. Regional Annual General Meeting

Each Regional Branch of the Council shall hold an Annual General meeting. A quorum shall consist of five members. All notices of the Annual General Meeting shall specify the place, date and time of the meeting. Such Notices shall be deemed to have been served, if sent, at least fourteen days before the date of the meeting to the last known address of each person appearing on the Regional list of representatives of Members.

The business to be transacted at the Regional Annual General Meeting shall be:

To receive and adopt:-

- (i) the Minutes of the previous Annual General Meeting
- (ii) the Annual Report of the Regional Committee
- (iii) the statement of accounts for the preceding year
- (iv) to elect members of the Regional Committee and office holders
- (v) discuss other matters, as approved by the Chairman.

The Regional Committee shall ensure that copies of the minutes of regional meetings, a regional Annual Report and statement of accounts, are sent to the Secretary for the information of the

Management Committee.

4. Regional Committee Meetings

Each Regional Committee shall meet not less than three times each year. A quorum shall consist of three members of the Regional Committee, not including co-opted members.

A Regional Committee shall have the authority to appoint sub-committees and co-opt members of its Region to serve on their Regional Committee.

In the event of a member of the Regional Committee failing to attend three consecutive meetings without reasonable excuse, that person shall cease to be a member of the Committee.

5. Regional Chairman

The Chairman of each Regional Committee shall thereby be an ex officio, non-voting, member of the Board and shall serve to represent the Regional Committee. If the Chairman is unable to attend a Board meeting then, with the consent of the Regional Committee, another member of the Regional Committee may attend to represent the Region.

6. Regional Representatives

Where in the absence of a regional branch a Regional Representative has been appointed by the Board he shall be an ex-officio non voting member of the Board acting on behalf of the region.

Approved at the Board Meeting held on 19 September 2006

Signed

Patrick J Somerville
Chairman