

## **BRITISH DRILLING ASSOCIATION RULES**

### 1. **MEMBERSHIP**

- a) Membership may be available to companies and individuals that satisfy the Membership Criteria and who are associated with the ground engineering and/or ground drilling industries. This shall include: Manufacturers, Suppliers, Test Houses, Consulting and Civil Engineers, Architects, Contractors, Sub-contractors, Geologists, Nationalised Industries, Government/Local Authorities and Academics who are engaged in any of the following:-

Ground Investigation – Mineral Exploration and Extraction – Core Drilling – Well Drilling – Geothermal Drilling – Horizontal Directional Drilling – Geotechnical Processes - Piling – Any other aspect of ground engineering and/or ground drilling

- b) There shall be six classes of membership:-

(i) Corporate (ii) Full (iii) Associate (iv) Supplier (v) Consultant (vi) Honorary

#### **Definitions**

**Corporate** A qualifying trading company.

**Full** A voting membership for a person nominated by a Corporate member in accordance with their subscription entitlement.

**Associate** A non-voting membership restricted to overseas and academic personnel

**Supplier (Corporate)** A voting membership for non-contracting suppliers of goods/services

**Consultant** A non-voting membership for non-contracting consultants

**Honorary** A full-voting lifetime member of the Association as appointed by the Management Committee.

- c) Each member must agree to follow the Rules and Constitution whilst remaining a member of the Association. Each Corporate member must also agree to follow the Corporate Membership Criteria (as set out by the Management Committee)

- d) The Management Committee shall only consider any application for membership of the Association after the application has been proposed and seconded by members of the Management Committee and will then accept or reject the application by majority vote of eligible voting members present. For the avoidance of doubt; in no case shall the Association be bound to give any reason for the rejection of an application and the Management Committee shall

have full and absolute discretion to refuse any application for Membership.

- e) In considering applications under rule 1(d) the Management Committee may review amongst other items the fidelity, trustworthiness and financial propriety of the management of the applicant. The history of the applicant company and its officers and/or management will be considered together with any reports received about the applicant.
- f) The Management Committee may recommend temporary membership in special circumstances on such terms and provisions as the Management Committee may determine.
- g) The terms and conditions hereby set out shall be regulated and determined in accordance with these Rules.

## 2. **SUBSCRIPTIONS**

### (a) Association Year

The Association year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.

### (b) Payment

An initial payment covering the agreed subscription rate applicable to the class of member is due immediately on joining the Association. This payment covers the subscription for the Association year. Any member joining after June 30<sup>th</sup> will be required to pay half the annual subscription for the remainder of the year of joining.

(c) Any member failing to renew their subscription by the 30<sup>th</sup> April each year will have his/her membership deemed void unless the Management Committee in its discretion decide otherwise.

(d) The amount of the subscriptions and entitlement for the following year shall be decided by the Management Committee prior to the end of the previous Association year.

## 3. **PROCEDURES**

### (a) Management

The management of the Association shall be exercised by the Management Committee, as defined in clause 7 of the Constitution.

### (b) Meetings

Apart from the meetings called by the Management Committee to carry out the Constitution Aims, there shall be held, once a year, a general meeting known as the Annual General Meeting. At this meeting which is to be held no later than 31<sup>st</sup> July each year the following business must be transacted:-

- (i) The announcement of the results of any election carried out and the appointment of the Management Committee, the Officers and Directors for the next twelve months
- (ii) The presentation of accounts and their approval
- (iii) Any other business of which members must have given ten days written notice to the Executive Secretary prior to the meeting

An Extra-ordinary General Meeting may be called by a majority of the Management Committee or at the written request of not less than 30 full members of the Association. The agenda, time and venue of such a meeting must be notified in writing or email to the membership with a minimum of 14-days notice. Every member present at a General Meeting and eligible to vote is entitled to use one vote only. In the case of equality, the Chairman of the meeting shall have the casting vote. A quorum at any General Meeting shall be ten voting members.

(c) Elections

At the end of their three-year period of office elected members of the Management Committee will stand down but may be available for re-election. The Executive Secretary will publicise the vacancies and invite nominations from the Association Membership. Each candidate must be a full member of the Association, must give their signed consent to their nomination and must be proposed by a full member of the Association. The election will be carried out by postal ballot carried out in the following chronological order by the Executive Secretary:

- (i) Circulation of a nomination form to members
- (ii) Circulation to members of a list of nominations together with a voting paper for return
- (iii) All voting papers to be returned not less than 10 days prior to the Annual General Meeting. The voting papers are to be counted by the Executive Secretary in the presence of an independent witness.

When more candidates are standing for election than there are places available, the places will be awarded in descending order of the number of votes cast for the candidates.

**4. COMPLAINTS**

Any member having a complaint about the Association or any member must register the complaint using the Complaints and Grievance Procedure. No member or past member may enter into legal action against the BDA, its Directors, officers or servants during membership or after ceasing to become a member.

**5. MISCONDUCT**

Members must agree and adhere to the membership criteria. The Management Committee shall have the general control and supervision of all the affairs of the Association in accordance with the Rules and the Constitution. If the Management

Committee feels that any member has defamed or brought the Association into disrepute or failed to observe the standards that would be expected of a judicious company or individual, their membership may be revoked. The member shall have the right of appeal, whereupon the evidence shall be reconsidered by the Officers, Directors and the Executive Secretary and a judgement made. The results of that judgement shall be final and not subject to any other further appeal, including at law.

6. **AMENDMENT OF RULES**

These rules may at any time be revoked, added to or altered by a resolution passed by the eligible voting members of the Management Committee and will take effect immediately. However, such revocation, addition or alteration shall be made available to the membership.

7. **DISSOLUTION**

Upon dissolution of the Association any monies remaining after payment of the Association's obligations shall be equally divided amongst those fully paid-up Corporate members.