



UK GASKET & SEALING ASSOCIATION

Membership Pack



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The following can be found at
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RULES AND BY-LAWS GOVERNING THE MANAGEMENT OF THE UK GASKET & SEALING ASSOCIATION

*Unless otherwise annotated, these rules and by-laws were approved under **Minute EC93.03** of the inaugural meeting of the Association held on 29th September, 1993*

1. Foundation

The UK Gasket & Sealing Association (UKGSA) is an unincorporated association

2. Mission statement

The aims of the UKGSA are:

- (a)** to represent to Government and other relevant national and international agencies the commercial and professional interests of companies engaged in the cutting of gaskets and in the conversion and application of suitable materials as gaskets and joint sealants;
- (b)** to extend, increase and disseminate knowledge of the conversion/application processes involved;
- (c)** to facilitate the exchange of information and ideas in regard to all questions connected with such conversion/application processes;
- (d)** to bring to the attention of Members any new developments in or improved methods of such processes;
- (e)** to enhance the reputation and professional standing of Members;
- (f)** to provide a forum for the effective interchange of ideas both between Members and those with whom they have commercial and professional dealings;
- (g)** to enhance the professional status and esteem of all those engaged in the gasket cutting and sealing professions and
- (h)** to provide a ready point of contact between those engaged in conversion/application processes and those with whom they have professional, commercial or regulatory dealings.

3. Governance

- (a)** The sovereign body of the Association is a general meeting of all Members.
- (b)** Only Members (as opposed to Associates and Affiliates) may vote in general meetings and have the power to nominate representatives for election to the Executive Committee. A member of any class of membership may hold office on the Executive Committee.
- (c)** Between Annual General Meetings, the Association is governed by a volunteer Executive Committee comprised of not more than 10 representatives elected annually by Members meeting not less than 3 times per annum.
- (d)** At their first meeting following the Annual General Meeting, the Executive Committee elect from among their number a Chairman, a Treasurer, a Membership Officer, a Training Officer and a Commercial Development Officer (**Minute EC98.28** of 7th June, 1998).

(e) Subject only to a general meeting of Members, the Executive Committee have full power to manage the Association including the power to appoint and dismiss professional support staff to assist them in the execution of their duties and responsibilities.

(f) Not more than 1 Associate and 1 Affiliate member may serve on the Executive Committee at any one time.

(g) 4 elected members present shall constitute a quorum at any meeting of the Executive Committee.

4. Membership

(a) Membership shall be corporate rather than personal. All employees of a company in membership will have access to and may benefit from services provided by the Association.

(b) The Executive Committee will exercise full control over application and admission procedures. Their decision on all matters concerning applications and admissions will be final and they will not be bound to give any reason for any of their decisions on such matters.

(c) The following grades of membership are offered (*Minute EC96.31* of 3rd December, 1996):

(i) **Member** - Any company, the primary business of which is the cutting of gaskets from raw materials or the manufacturing of joint sealants and which can demonstrate to the satisfaction of the Executive Committee that it is acting independently and without significant structural or legal links with another company, companies or sections thereof in a way which can call into question its recognition by the Executive Committee as a gasket cutter.

(ii) **Associate** - Any company or a section of a company which, while being able to demonstrate a significant turnover derived from the cutting of gaskets from raw materials or the manufacturing of joint sealants nevertheless fails to demonstrate to the satisfaction of the Executive Committee that it is acting independently and without any significant structural or legal links with another company, companies or sections thereof which are primarily recognised by the Executive Committee for other commercial activities and/or services.

(iii) **Affiliate** - Any company, or section of a company which is not able to demonstrate a significant turnover derived from the cutting of gaskets from raw materials or the manufacturing of joint sealants but which can, nevertheless, demonstrate to the Executive Committee that it has a commercial or professional interest in gaskets and is in a position to make a positive contribution to the aims and objectives of the Association.

5. Rights and obligations of members (*Minute EC96.31* of 3rd December, 1996)

(a) All classes of membership may attend, vote and participate fully in the activities of the Association and benefit from membership services.

(b) As a condition of membership, all classes of membership are bound by
(i) the approved rules and regulations of the Association for the time being in force.

(ii) the **UKGSA** Code of Practice (*Minute EC93.20* of 15th December, 1993) as approved by the Members in General Meeting.

6. Elections

Every Member may nominate a named individual and a Deputy to serve on the Executive Committee. In the event that there are more nominations received than vacancies to be filled, a postal ballot of all Members will be held.

7. Voting

(a) In general meetings each Member shall have one vote. In the event of an equality of votes, the Chairman of the meeting shall have a second, casting vote.

(b) At meetings of the Executive Committee every elected or co-opted member present of whatever grade shall be entitled to a single vote. In the event of an equality of votes, the Chairman of the meeting shall have a second, casting vote.

8. Finance

(a) The Association financial year will run from 1st October to 30th September.

(b) Annual membership subscriptions become payable on 1st October. Any company joining after 1st August in any year will be entitled to (up to) 14 months' membership at the currently agreed annual rate. Special introductory offers on membership subscriptions may be offered from time to time.

(c) All cheques drawn over £500 on the Association account must be signed by any two from the Chairman, Treasurer and Secretary *ex officio*. (**Minute EC97.68** of 9th October, 1997)

9. Code of Practice (**Minute EC93.20** of 15th December, 1993)

As a Member of the **UK Gasket & Sealing Association (UKGSA)**, this company **guarantees** as follows:

1. that goods and services supplied by our business conform fully with current UK legislative and regulatory requirements;

2. that customer satisfaction and safety are of prime importance in all our dealings;

3. that our business maintains adequate levels of insurance cover appropriate to the nature, scale and scope of our business activities;

4. that all people employed or engaged by our company are adequately trained and supervised by competent management appropriate to their job functions and that we operate formal internal quality assurance systems covering all aspects of our business activities;

5. that we will supply goods/services in accordance with the agreed order specification and provide adequate and appropriate customer support and after-sales services;

6. that we will accept full responsibility to the customer for the performance of anyone to whom work is sub-contracted;

7. that we will uphold the good name and reputation of **UKGSA** and its members by offering best available advice to all customers on matters of specification and sources of supply;

8. that in the event of any dispute between a customer and ourselves, which cannot be satisfactorily resolved through our own internal procedures, we agree to the appointment by **UKGSA**, on an equally shared cost basis with the customer, of an independent arbitrator by whose decision we will abide;

9. that all information of a confidential nature, gained in the course of dealings with a client, will not be divulged to third parties;

10. that we will abide by any decision of the Executive Committee of **UKGSA**, under the terms of their approved disciplinary procedures, following their consideration of any reported serious breach of this Code including a decision to suspend or terminate membership.

10. Disciplinary Procedures (*Minute EC94.09* of 7th April, 1994)

If, in the opinion of any person, whether in membership of the Association or not, any member of the UK Gasket * Sealing Association has been guilty of any conduct prejudicially affecting the welfare of the Association or is not deemed to be a suitable person to continue as a member or who has contravened the provisions of the Code of Practice, the matter shall be reported, in writing, to the Executive Committee.

Following receipt of the complaint, the Executive Committee may invite the member to resign his membership within such time as the Executive Committee may determine.

In default of any such resignation or by way of alternative action in the light of the facts as then known, he may be suspended from membership by the Executive Committee pending a detailed consideration of the case by a specially convened panel of not less than four Members.

The panel may find in favour of the member or may recommend his suspension or resignation or removal from membership provided that no member shall be required to resign his membership or be suspended except by formal Resolution passed by not less than two-thirds of the members of the panel present and voting at the meeting and unless the member concerned shall first have had the opportunity of being heard at the meeting by himself or by his appointed representative in his defence.

Any member suspended or recommended for expulsion under the provisions of these Articles shall have the right of personal appeal to the full Executive Committee whose decision - expressed by a simple majority of those present and voting - shall be final and binding.

Secretary General
October 2015



MEMBERSHIP BENEFITS

- ◆ **Status, esteem and professional credibility** offering reassurance to your customers and giving you a market “edge”.
- ◆ **Membership Certificate** to declare your status. (on receipt of membership payment)
- ◆ Protection of a Code of Practice and associated disciplinary procedures.
- ◆ Inclusion in a **Network of like-minded professionals** offering mutual support, sharing business and commercial intelligence and assisting in business developments.
- ◆ Corporate membership of the **British Standards Institution** – 50% discount to members
- ◆ **Representation** of your interests to government and other agencies.
- ◆ Regular **newsletters** – ‘Cutting Edge’ – keeping you abreast of association services and activities and offering you a channel of communication with the industry.
- ◆ Regular low-cost/high-quality **meetings** addressing your technical and commercial needs and interests.
- ◆ Access to opportunities for **training and continuous professional development** for all levels of staff.
- ◆ Opportunities to serve on the **Executive Committee** and to play a full part in the development of additional services and to represent the interests of your profession.
- ◆ Your company included on the UKGSA Website, together with full contact details and Company profile. A Link from the UKGSA website direct to your company website. ukgsassociation.co.uk

**DON'T RISK BEING LEFT BEHIND
GET IN ON THE ACTION**

JOIN TODAY WITHOUT DELAY



UKGSA MEMBERSHIP FEES

Grade of Membership	Annual Cost
	£'s
Member	£485.00 + VAT
Associate/Affiliate	£585.00 + VAT

(membership runs from 1st Oct – 30th Sept – pro-rata)



MEMBERSHIP APPLICATION FORM

A trade association represents the special interests of members practising a particular trade. The UK Gasket & Sealing Association has a mission to further and protect the commercial and professional interests of gasket cutters and other sealing materials making representations to Government and other relevant national and international agencies; disseminating knowledge of new materials, processes and applications; enhancing the professional standing and esteem of all those engaged in the professions and providing a forum for the effective interchange of ideas between members and those with whom they have a commercial and professional dealings.

ANNUAL SUBSCRIPTION:

The subscription period runs from the 1st October to 30th September.

The current annual subscription is:	Member	£485.00 + VAT
	Associate	£585.00 + VAT
	Affiliate	£585.00 + VAT

I / We wish to apply for membership of the UK Gasket & Sealing' Association

As a Member As an Associate As an Affiliate (Please check box)

Company:

Address:

Postcode: **Telephone:** **Fax:**

Email:

Website:

Text to be placed on UKGSA Website for link to your website: (Max 50 words)	
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Name of company representative (BLOCK CAPS)

We have read and agree to uphold the Association's Code of Practice

Signed on behalf of applicant Date

When complete, please send this form to: UK Gasket & Sealing Association, 44 Moatbrook Ave, Codsall, Wolverhampton, Staffordshire WV8 1DH. If your application is approved by the membership committee you will be invoiced by the Association for the correct fee.



'CUTTING EDGE'

Advertisement Rate Card

Ad Size	Colour		Mono	
	£'s			
	Member	Non-Member	Member	Non-Member
Full Page	£350.00	£440.00	£200.00	£250.00
Half Page	£200.00	£250.00	£125.00	£155.00
Quarter Page	£125.00	£155.00	£75.00	£95.00

Ad Specification Details

- Size: Page = 175mm wide x 255mm deep
 Half page Landscape = 175mm wide x 127.5mm deep
 Half page Portrait = 87.5mm wide x 255mm deep
 Qtr page Landscape = 175mm wide x 63.75mm deep
 Qtr page Portrait = 87.5mm wide x 127.5mm deep