



NETTLECOMBE
TOWNSEND
ILMINSTER
SOMERSET TA19 0JA

OBJECTS AND RULES

OBJECTS

1. The name of the Association is:

“THE ASSOCIATION FOR ROAD TRAFFIC SAFETY AND MANAGEMENT”.
2. The Objects for which the Association is established are to:-
 - (a) Promote the use of good-quality signing, signalling and traffic guidance products
 - (b) Communicate to end users and specifiers the benefits of using the services and products supplied by ARTSM members.
 - (c) Ensure that members are aware of relevant industry standards.
 - (d) Be a reputable mouthpiece of Industry to Government and Standards Bodies.
 - (e) Work with Government and Standards Bodies to ensure that the standards and specifications produced are credible and implementable.
 - (f) Engage in the resolution of non-adherence to mandatory standards.

Provided always that the Association shall not make any agreement or arrangement on its own account or impose any obligation upon or recommend or encourage its members to enter into any agreement or practice which would be in breach of the Competition Act 1998, the Enterprise Act 2002, Articles 101 or 102 of the Treaty on the Functioning of the European Union or any other applicable competition law.

The Association operates under a mutual trading status with its members. Income derived from membership shall be identified as a common fund and as such all contributors to such common fund shall be entitled to participate in any surplus therein as stipulated in the Rules herein.

RULES OF CONSTITUTION

1 MEMBERS

- (a) Membership shall be divided into four classes:-

Ordinary Members
Non-voting Members
Overseas Affiliates
Affiliate Organisations

- (b) An **Ordinary Member** may be any company, or firm, or Central, Regional or Local Government Department in the United Kingdom which manufactures or supplies one or more components of road traffic signs and/or devices prescribed by the current Traffic Signs Regulations and General Directions or specially authorised by the Secretary of State for Transport, the Department for Regional Development (Northern Ireland), the Scottish Executive or the Welsh Government, or other such systems or products for the detection, measurement, guidance or control of road traffic as the Executive Committee may agree (hereinafter called traffic products). Any such company or firm may not be a subsidiary of or owned by any other Ordinary Member. A company or firm established in the United Kingdom, which is the sole technical representative of an overseas manufacturer of an important traffic product being used in this country, may be admitted to this class of membership. An Ordinary Member shall be entitled to attend all general meetings and to vote thereat and to receive all literature from the Association from time to time.
- (c) A **Non-voting Member** may be a company or firm complying with the general terms of (b) above, but which is the parent or subsidiary company of, or a firm owned by an Ordinary Member. A Non-voting Member shall be entitled to attend and speak at all general meetings of the Association without power to vote, and to receive all literature from the Association from time to time.
- (d) An **Overseas Affiliate** may be a company, partnership or individual who practises in the field of traffic or transportation outside the United Kingdom. Such Affiliates shall not be entitled to vote; they shall however be entitled to receive a copy of the Association's communications with members.
- (e) An **Affiliate Organisation** may be an organisation representing Central, Regional or Local Government Departments in the United Kingdom which manufacture or supply products detailed in (b) above. Such organisations shall not be entitled to vote; they shall however be entitled to receive a copy of the Association's communications with members. The requirements of Rules 2(a), (d), (e), (f), (g) and (h) shall not apply to Affiliate Organisations.
- (f) Ordinary and Non-voting Members shall agree, as a condition of their membership to:-
- (i) comply with all relevant British or National Standards and/or customer's specification in the manufacture and supply of their goods or services.
 - (ii) maintain a high standard of design and manufacture of products and uphold the highest commercial and professional ethics of sales and advertising activities.

- (iii) freely submit to an investigation as detailed in rule 13 if it is alleged that they are in breach of the Rules and/or Obligations of Membership or if the Member Company has been convicted in a court of law of any offence committed against any law relating to good commercial or professional behaviour.
- (g) Use their best endeavours not to use the ARTSM logo or name in a manner that could reasonably be expected to damage the reputation or goodwill associated with ARTSM, or do or cause to be done any act or thing disparaging, impairing or diluting the Association.
- (h) The Association shall have full power to nominate and elect as Honorary Members persons of eminence who, in its opinion, are eligible for that position. Honorary members may be invited to attend general meetings, but shall not be entitled to vote thereat and shall not be eligible to be Chair or Vice Chair of the Association.

2 CONDITIONS OF MEMBERSHIP

- (a) All members and new applicants shall demonstrate how they assure the quality of products supplied, using CE marking where appropriate, and the latest edition of BS EN ISO 9001.
- (b) All new member applicants shall produce the last two years of audited or certified accounts as prescribed by company law and as relevant to the size of the business. These accounts will be in the name of the company applying for membership.
- (c) All members shall show good corporate governance and corporate reputational risk management which will be evidenced at initial audit by the Executive
- (d) All new member applicants may be subject to an independent credit reference check at their own expense.
- (e) New applicants will be required to demonstrate that their company holds relevant Public and also Product Liability Insurances in accordance with current statutes. Existing members may be required to provide evidence on an annual basis to the Secretariat that these insurances are in place.
- (f) All existing and new member applicants to be encouraged to obtain ISO 14001 registration and Investors in People status.
- (g) All members who wish to undertake work on trunk roads and highways must comply with the requirements of the appropriate Highways Authorities.
- (h) Potential new members will be audited by nominated representatives of the Association's Executive Committee to demonstrate that they meet the standards of the industry sector in which they are operating.
- (i) The nominated representatives in 2(h) above will draw up a common check list in order to undertake the audit.
- (j) Application for membership shall be made to the General Secretary in writing on the appropriate form.

- (k) A note of every application for membership shall be referred to all members for comments, following audit and review by the Executive Committee. The Executive Committee shall have full powers to accept or reject an application after considering any comments made by members.
- (l) Upon election to membership the name of a new member shall be notified to all members of the Association and placed on the website.
- (m) The Association reserves the right to reject any application for membership without having to give a reason for such rejection.

3 ENTRANCE FEES AND SUBSCRIPTIONS

- (a) The entrance fee, if any, to be payable by new members shall be decided by the Association at the Annual General Meeting and shall be applicable to new members who apply for membership after that date.
- (b) The annual subscriptions to the funds of the Association shall be fixed by the Association at the Annual General Meeting. An estimate of expenditure for the ensuing year shall be presented, and this amount, or any amount that may be decided, shall be the basis for assessing the subscriptions for the next year to be paid by the members in each class of membership.
- (c) Any additional sums that might be required during the year to meet working expenses shall be fixed by the Association at an Extraordinary General Meeting in such manner as shall be decided at that meeting. The annual subscription fixed at the Annual General Meeting shall be for the year ending on 31 December of the following year, and shall become due and payable on 1 January of that year.
- (d) In the case of any member who is elected after 31 January in any year, the subscription payable by the member for the financial year then current shall be payable immediately after election and shall be calculated pro rata for each month of membership inclusive of the month in which the membership is approved, the amount payable for each month being one-twelfth of the annual subscription which would have been payable by the member if its membership had existed for the complete financial year then current.
- (e) Any member who so wishes may pay the subscription by standing order in six equal monthly instalments, the first instalment being payable on 1 January and the total amount payable being 5% above the normal cost of the appropriate subscription.

4 RETIREMENT OR EXPULSION

- (a) Any member whose subscription has not been paid by 1 April (application for payment having duly been made) shall, without prejudice to its liabilities, if any, under these Rules, automatically cease to be a member of the Association.
- (b) Any member is entitled to retire from the Association after not less than twelve months from the date of admission by giving to the General Secretary at least three months' notice in writing. In such cases the General Secretary shall advise all other members of the Association upon cessation of the membership.

- (c) Every member shall adhere to all decisions taken by the Association until its membership ceases. Each member shall pay its annual subscription in respect of the year in which it gives notice to retire and, if membership continues into the subsequent year, for each month of that year into which its membership extends, but shall be under no further financial obligation save that he shall, for twelve months after retirement be liable to contribute to the funds under Rule 15(c) herein.
- (d) Upon a member retirement from ARTSM such member shall be entitled on the winding up of ARTSM to such share of the common fund as shall be agreed limited to a period extending to five years up to the date of winding up under Clause 15 herein.
- (e) Any member of the Association, who for any reason ceases to be a member other than by reason of non-renewal of membership by notice and under sub clause (b), shall have no claim on the common fund property or assets of the Association under sub clause (d) above or Rule 15(c) herein.
- (f) Any member of the Association going into bankruptcy or administration, compounding with its creditors, making an assignment to its creditors, or going into liquidation otherwise than for the purpose of reconstruction or amalgamation, shall forthwith cease to be a member of the Association. Any subscriptions paid are not to be recoverable.
- (g) All disputes relating to a member or members of ARTSM shall be dealt with under ARTSM dispute resolution procedure.
- (h) The Executive Committee may reinstate to membership of the Association any past member of the Association upon such terms as it may decide.

5 MANAGEMENT AND CONTROL

- (a) The management and control of the affairs of the Association shall be vested in an Executive Committee.
- (b) The Executive Committee shall consist of SIX representatives of Ordinary Members elected by the Ordinary Members. Each member of the Committee shall serve solely in their professional capacity but shall cease to be a member of the Committee if their firm ceases to be a member of the Association or if they cease to be employed by that member-firm. A member of the Committee may be represented by a senior executive as a deputy at one meeting but not at two successive meetings. Each member of the Committee, or their representative, shall have one vote on Committee matters except that the Chair shall have, in addition to their ordinary vote, a casting vote.
- (c) The Executive Committee may co-opt as many members as may be required in order to carry out the business of the Association; co-opted members shall attend only the meetings to which they are invited and shall in any case retire at the next Annual General Meeting but may be co-opted again for the following year. Co-opted members shall have a vote on Committee matters.
- (d) One of the elected members of the Executive Committee, excepting any Chair elect and any immediate past Chair, shall retire by rotation at the conclusion of each Annual General Meeting. The member who has served on the Committee for the longest uninterrupted period shall retire first; if two or more members have served on the

committee for an equal period, all shall retire. When a member is re-elected, this shall be treated as the commencement of a new period of service. In addition the member who has served for one year as immediate past Chair shall retire from the Committee.

- (e) Vacancies caused by elected members going out of office under the preceding paragraph shall be filled by a ballot of all Ordinary Members. The election of members shall take place before the Annual General Meeting each year and the members so elected shall hold office from the conclusion of the Annual General Meeting. The General Secretary shall invite each Ordinary Member, excluding any whose representatives are members of the Executive Committee for the ensuing year, to name within three months of the next AGM date, persons who are available for election to the Executive Committee. If the number of nominations exceeds the number of vacancies, the Secretary shall then issue to each Ordinary Member for vote the list of those candidates and invite each Ordinary Member to vote for the required number of candidates. The election shall be decided by a simple majority of the votes received by ballot on the due date. Any tie shall be decided by a casting vote of the Chair. The member or members retiring by rotation shall be eligible for immediate re-election but the member who has retired from the position of immediate past Chair shall not be eligible for re-election for a further twelve months.
- (f) Any casual vacancy on the Executive Committee may be filled by the Executive Committee. The member so appointed shall retire at the next Annual General Meeting but shall be eligible for re-election.
- (g) The continuing members of the Executive Committee may act notwithstanding any vacancy in their body, but if and so long as the number of members of the Executive Committee is reduced below the number fixed as the necessary quorum, the continuing members may act for the purpose of increasing the number of members of the Executive Committee or of summoning a General Meeting of the Association but for no other purpose.
- (h) The quorum for any meeting of the Executive Committee shall be not less than two of the elected members plus either Chair or Vice Chair.
- (i) The Executive Committee may make such Rules for the conduct of its business as it sees fit.
- (j) The Executive Committee shall elect from among their members a Chair and a Vice Chair of the Association who shall hold their respective offices for one year, but may be re-elected provided that the Chair shall not hold office for more than two consecutive years.
- (k) It shall be the duty of the Executive Committee to report to members after each meeting of the Committee such matters of general interest as have come before them.

6 OFFICERS

The Chief Executive Officer of the Association shall be called the "General Secretary and Administrator". The General Secretary shall be appointed by the Executive Committee for such time, at such remuneration and upon such conditions as they may think fit, and any official so appointed may be removed by them.

The Executive may appoint such other officers as required for the purposes of strategy and development for such time, at such remuneration and upon such conditions as they may think fit, and any official so appointed may be removed by them. Such officers will attend all meetings of the Executive and other general meetings to report on its purposes.

Upon termination of the Executive positions for any reason, unless otherwise specified in a written agreement between the Executive and the Association, and subject to Clause 5 above, the Executive shall be deemed to have resigned from all offices, and other positions if any, then held with the Association, and shall take all actions reasonably requested by the Association to effectuate the foregoing, save that where that Executive Officer is an employee of a Member Company of the Association, then he shall be entitled to attend such meetings as that Member shall be entitled as a representative of that Member Company.

7 FINANCE

- (a) The Executive Committee shall cause true accounts to be kept of the receipts and expenditure of the Association and such accounts shall be kept at the offices of the Association and, subject to any reasonable restrictions as to time and manner of inspecting, be open to inspection by members.
- (b) The financial year shall begin on 1 January and end on 31 December in each year.
- (c) The Chair, Vice Chair and General Secretary for the time being shall be the trustees of the income and property of the Association with power to open and operate the Association's banking account in accordance with the following provisions:-
 - (i) Working expenses shall be defrayed from the annual subscriptions of members, but in the event of funds so obtained being insufficient to meet the working expenses, or any extraordinary expenses, further contributions for the ascertained balance shall be made in a manner to be decided by members in a general meeting.
 - (ii) All monies received shall be lodged with a bank approved by the Association in general meeting, in an account named "The Association for Road Traffic Safety and Management". All funds drawn thereon shall be authorised by any two of the General Secretary, the Chair or Vice Chair. Transactions will be managed through the processes of online banking whenever possible.
 - (iii) Maintain the operation of mutual trading in respect of the income derived from membership which shall be held as "the common fund".
 - (iii) At the Annual General Meeting in each year the Executive Committee shall submit audited accounts for the past year.

8 ANNUAL REPORT

The work of the Association shall be the subject of an annual report which shall be submitted by the Executive Committee to the Association at the Annual General Meeting.

9 MEETINGS OF THE ASSOCIATION

(a) **Annual General Meeting**

The Annual General Meeting of the Association shall be held at such time as the Executive Committee may determine. Not less than fourteen clear days' notice of the Annual General Meeting shall be given to each member with an agenda of the business to be discussed.

The business of the Annual General Meeting shall be to receive the annual report and audited accounts for the past year, to elect auditors, to receive the names of those elected to the Executive Committee and offices of the Association, and any other competent business.

(b) **General Meetings**

An extraordinary general meeting may be called at any time by the General Secretary at the direction of the Chair or the Executive Committee or on demand of not less than five of the Ordinary Members of the Association, subject to not less than fourteen days' notice to all members, accompanied by an agenda setting out the business for which such meeting is called.

Ordinary meetings may be called at any time by the General Secretary at the direction of the Chair or the Executive Committee, subject to not less than fourteen days' notice to all members accompanied by an agenda of the business to be discussed.

(c) **Working Group Meetings**

i) Meetings will take place by way of Working Group Meetings to which members may attend. These meetings may be called at any time by the Chair of the Working Group subject to not less than one months' notice to its members, accompanied by an agenda setting out the business for the meeting. Minutes of such meetings will be available for all members and held on the Association website member area for this purpose. Dates for meetings shall be fixed in good time and identified on the website calendar.

ii) Working groups shall elect a Chair for their purpose. This election will be for a pre determined period of office, set by members of the working group, usually but not exclusively for a period of 2 years. When the period of office has ended the outgoing chair may be considered for an additional period of office subject to a further election.

iii) For the benefit of continuity it is recommended that each Working Group elects a Deputy Chair who will deputise when the Chair is not available for whatever reason. The election of the Deputy Chair would be for the same duration as that of the Chair. The Working Group should also consider whether the Deputy Chair should then assume the role of Chair and, if so for what additional period.

iv) A quorum for a working group meeting shall be a minimum of Chair or Deputy Chair and one third of its group numbers

10 PROCEEDINGS AT GENERAL MEETINGS OF THE ASSOCIATION

- (a) Five Ordinary Members present in person at the commencement of the meeting shall form a quorum at all general meetings of the Association to include either the Chair or Vice Chair of the Executive or, in the case of Working Group Meetings, the Chair or Deputy of the Working Group.
- (b) Every delegate shall write their name and the member organisation being represented on an attendance list provided for the purpose, and if there is more than one delegate per member, the delegate who is to vote on behalf of the member shall so indicate.
- (c) The Chair of the Association, or in absence the Vice Chair of the Association (or the Working Group Chair as above in sub-clause (a)) shall preside as Chair at every meeting of the Association.
- (d) The Chair may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. No poll may be demanded on any resolution for adjournment.
- (e) Each Ordinary Member present shall be entitled to one vote at all annual general or extraordinary general or ordinary or working group meetings of the Association. Non-voting members, Overseas Affiliates and Affiliate Organisations shall not be entitled to vote.
- (f) Every question submitted to a meeting shall be decided in the first instance by a show of hands and in the case of an equality of votes the Chair shall, both on a show of hands and at the poll if demanded, have a casting vote in addition to the vote to which he/she is entitled as a member.
- (g) At any meeting, unless it be an annual general or an extraordinary general meeting, a declaration by the Chair that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority, together with an entry to that effect in the minutes of the Association, shall be conclusive evidence of the decision. If a poll is then demanded by three Ordinary Members present, the meeting shall appoint two scrutineers, and the procedure in (i) below shall apply.
- (h) If a poll has been demanded in the manner aforesaid at the meeting at which the resolution in question shall have been put to the vote, the General Secretary shall send as soon as practicable to each Ordinary Member a voting paper prepared in accordance with a form to be approved by the Chair and Vice Chair of the Association, stating the questions voted upon at such meeting and a time (not being more than fourteen days after the date of issue of the form) within which the voting paper, duly completed and signed by the member voting, is to be returned to and received at the office of the Association. Within three days after the time for the return of the forms, the two members of the Association nominated by the meeting to act as scrutineers shall declare the result of the voting and scrutiny by notice in writing to be handed to the General Secretary, or in his/her absence to a responsible servant of the Association at the Association's office. This decision shall be final. The result of such polling shall be deemed to be the resolution of the Association in general meeting, and members notified accordingly.

11 RESOLUTIONS

- (a) All resolutions to change the Objects or Rules of the Association shall require a majority of three-fourths of those present and voting.
- (b) All other resolutions shall require a simple majority of those present and voting.

12 INDEMNITY

The Chair, Vice Chair and members of any committee, and the other officers for the time being of the Association shall be indemnified out of the funds of the Association against all costs, charges, losses, damages and expenses which they shall respectively incur or sustain on account of any act, deed, matter or thing which shall be concurred in, or omitted by them, respectively in or about the bona fide execution of their duty in their respective offices; and shall be reimbursed by the Association all reasonable expenses incurred by them in or about any legal proceedings or arbitration on account of the Association, or otherwise, in the execution of their respective offices - except such costs losses and expenses as shall happen through their respective wilful acts, neglect or defaults - and none of them shall be chargeable for any money which he shall not actually receive, or be answerable for the act, receipt, neglect or default of any other member of the Association, or officer, or trustee, or any banker, broker, collector, agent or other person appointed by the Association, or such trustees (as the case may be) with whom or into whose hands any property, funds or monies of the Association may be deposited or come: or for the insufficiency of any security or investment in or upon which any of the moneys of the Association shall be invested by order of the Association, or for any loss or damage which may happen in the execution of such office - unless the same shall happen through his/her own wilful act, neglect or default.

The Executive Committee will maintain at the cost of the Association a professional indemnity insurance policy which policy shall be maintained on a continuous basis with a financial service of repute.

13 BREACH OF RULES OR OBLIGATIONS OF MEMBERSHIP

Any alleged infringement of the Rules or obligations of membership or any complaint against any member in connection with its membership of the Association, shall be reported to the Executive Committee, who will deal with such alleged infringement or complaint under the terms of the Dispute Resolution procedure.

14 INTERPRETATION OF THE RULES AND OBLIGATIONS OF MEMBERSHIP

In the event of any member having doubt as to the meaning of any of the Rules or obligations of membership, it should apply to the Executive Committee for a ruling. Where the issue is one of major importance the committee shall circulate their ruling to all the members and such ruling shall be accepted and acted upon by all members unless and until amended or rescinded by a decision of the Association.

15 DURATION

- (a) The Association shall continue until dissolved by resolution of a meeting of the Association specially called for the purpose, provided that not less than thirty days' notice shall have been given to all members and that not less than three-fourths of all members present and voting vote in favour of such resolution at the meeting.
- (b) In the event of such dissolution, the property of the Association shall, after discharging all liabilities including the costs of winding up, be divided among the contributors of the common fund such contributors being limited to the preceding five year period under *Falconbridge v National Employers' Mutual General Insurance Association Ltd (1952) 33TC103* such distribution to be agreed by Resolution at such meeting in sub clause 5(a).
- (c) If the funds of the Association on dissolution shall prove insufficient to meet the Association's debts, liabilities and the expense of winding up, the deficiency shall be contributed to by all members or past members under Rule 4(c).

16 CONFIDENTIALITY

The Rules and obligations of membership and all information, whether oral or documentary, which it shall be necessary for members to disclose to each other or to the Executive Committee at any time, including all discussions and resolutions at meetings of the members, shall be deemed to have been disclosed in strictest confidence.

No member or Officer may speak on behalf of the Association without the express consent of the Executive Committee.

OBLIGATIONS OF MEMBERSHIP

The obligations of membership herein contained and any alterations or additions thereto which may be made from time to time shall be binding on and be observed, in letter and spirit, by all members, and the word "member" or "membership" shall be construed as in Rule 1(a).

Approved by Members
At AGM on 23rd November 2017