



Constitution of The UK Lawn Care Association

Version 4
January 2023

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CONSTITUTION OF: The UK Lawn Care Association

1. Introduction

- The name of the Association will be the UK Lawn Care Association, abbreviated to UKLCA and referred herewith as the Association
- The logo of the Association will derive from the current logo replacing the word Network with Association
- The Association was formally established on 01 October 2016
- The Association is a 'not for profit organisation' but will generate adequate income to cover commitments and have with it at any one time a satisfactory operating fund in its own bank account
- At inception the Association will not be VAT registered, however this may be subject to review

Mission Statement

"The UK Lawn Care Association exists to provide like-minded, accredited Independent Lawn Care companies a service to the sector by helping to establish a favourable operating environment, by providing a forum for discussion on non-competitive issues, and by providing information to assist them in their businesses."

2. Aims and Objectives

- To be a central representative body to put the views of independent Lawn Care companies to relevant organisations which may be Government Departments and Agencies, Parliament or any professional body such as the Amenity Forum
- To be a research and statistical centre, to aggregate and publish statistics, and to provide analysis on lawn care and other relevant market information
- To be a technical centre providing commentary, guidance and advice on all legal and other regulatory developments of relevance to UK Domestic Lawn Care
- To provide a forum for the exchange of non-competitive information, challenges, development
- To promote the UK Lawn Care sector as a creditable professional service to UK homeowners
- To hold at least one annual conference a year

3. Membership

- Membership of the Association is limited to independent, accredited UK Lawn Care Companies, be they a PLC, Limited Company, an LLP, a partnership or a sole trader. Members will be entitled to one vote at general meetings, irrespective of the number of directors or partners of the 'Member'
- At their discretion, the Committee reserve the right to refuse membership to an applicant where it is considered such membership would be detrimental to the aims, purpose or activities of the Association
- The Committee reserve the right to remove any member where there may be a change of business model or where activity would be detrimental to the aims, purpose or activities of the Association
- Every member should meet the professional accreditation values as set by the Association
- Registration and termination of membership:

- o Any member may resign a membership by giving the secretary written notice to that effect
- o The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion their conduct is prejudicial to the interests and objectives of the Association, PROVIDED THAT, the individual member or representative of the member organisation shall have the right to be heard by the Committee before a final decision is made. In this event, there shall also be a right of appeal to an independent arbitrator to be appointed by mutual agreement, or in the event agreement cannot be reached, by the President for the time being of the Institute of Arbitrators. The costs of Arbitration should be met by the Appellant however, in the event the Arbitrator finds for the Appellant then the Association will reimburse costs to the Appellant subject to a maximum of £500

Please refer to APPENDIX 1 for Membership subscriptions and criteria for accreditation

4. Associates and Associate Memberships

When opportunities arise where the Association would benefit from either; welcoming other bodies to be 'associate members' or where the Association would benefit by joining forces with another, then following due diligence a vote to the membership would decide the outcome.

5. Finance of the Association

- The financial year for auditing purposes shall be the calendar year
- Bank account(s) shall be in the name of the Association
- The Association will make the annual accounts available to the Members within 4 months of the financial year end, by posting them on the website within the Member's area
- The Treasurer and the Secretary will ensure the account is within budget
- The subscription fees and criteria shall be set by the Committee
- Income will be sought from supplier's sponsorship
- Income will be sought from vendors at Conferences
- Any money obtained shall be used solely for the Association

6. Committee Meetings

- The Association shall hold an AGM not later than four months after the end of each financial year
- The AGM should be held during a physical event or by video call should this not be possible
- At least 10 full members of the Association, or the Committee, may at any time require the Secretary to convene a general meeting of the Association. In convening such a meeting the Secretary shall give not less than 21 days' notice to members
- The Secretary should organise a round table Committee meeting at least once a year (apart from the AGM) and conference/video calls as required from time to time, with reasonable notice given
- A quorum consists of at least 4 members of the 10 officers
- All meetings should be minuted and made available to the members via the website
- The Committee shall be accountable to the members at all times

7. General Public Meetings

- The Committee will hold at least one public meeting a year or via video call; the purpose being is for the Committee to account for its actions
- The Chairman shall normally chair the meeting
- At least 21 days' notice will be given and advertised to inform members

8. Chairman, Deputy Chairman and Committee

- The Committee shall, at the appropriate time, elect a Chairman to hold office for no more than 2 years; concurrently the Committee shall also elect a Deputy Chairman. No person may hold the office of Chairman, or of Deputy Chairman, for more than two consecutive years. In the event of the Chairman or the Deputy Chairman resigning or ceasing to be a member of the Committee, the Committee shall have power to elect a replacement to serve for the remainder of the term, this period of office not counting for the purpose of the requirement in the previous sentence.
- Ten members elected on a national basis, each member serving for up to a 2-year term. The Committee may make byelaws governing the conduct of elections including provision to phase retirements
- No more than four members may be co-opted by the Committee
- A member of the Committee shall cease to be a member if he resigns from, or if he ceases to hold office in, the institution in which he has hitherto held office
- Each member of the Committee shall have one vote. The Chairman shall have a second, or casting, vote in the event of equality
- The Committee may establish and maintain sub-committees and project groups, and may delegate matters to them
- The Committee may appoint technical panels to advise and assist it.
Please refer to APPENDIX 2 for details of the Committee

9. Publicity

The Association shall publish an annual report on its activities and a list of subscribing members. Both these documents will be published on the Association's website with the membership list being always up to date. Every opportunity to release information to media / suppliers should be acted upon.

10. Revision of the Constitution

This constitution shall be amended by the Association, provided that a majority of the members of the Association vote in favour of amendments of which prior notice of at least 28 days has been given; voting may be in person at a meeting, by proxy giving the Chairman of the meeting authority to vote on their behalf, or by electronic means, such as email or electronic survey.

Proposals for amendments to this constitution or dissolution (see Clause 11) must be delivered to the Secretary in writing, so a decision to discuss and air the proposal at a forum can be taken.

11. Dissolution

The Association may be dissolved at any time if agreed by two thirds of those members present and voting at any general meeting. In the event of the Association being dissolved any surplus funds in the account in excess of a year's subscription of all the members, after satisfying all creditors will be returned to the members. If the sum remaining is less than a year's subscription of all the members after satisfying all creditors, then the funds will be donated to a Charity or another group with similar aims.

12. Adoption of the Constitution

This constitution was adopted by the members present at the AGM on 01 October 2016 and subsequently any amendments will be approved at annual AGM Meetings.