

KNX UK Internal Rules

1 Introduction

This document lays down the internal rules of KNX UK. In the case of discrepancies between this document and the KNX UK Articles, the latter shall be the binding document.

2 KNX UK membership

2.1 Request for membership

Potential new members shall make a formal application addressed to KNX UK, whereby they express their commitment to abide by the articles of KNX UK and the internal rules.

Pre-conditions for a membership are:

- Candidates must commit to promote the joint goals as given in the articles of KNX UK;
- Candidates must show that they belong to one of the following categories

Reference	Type	Description
M	Manufacturer	Companies manufacturing or distributing KNX compatible solutions in the UK. The headquarters of such members shall also be a member or a licensee of KNX International. The manufacturers shall be committed to promote the design and commissioning of KNX installations by KNX accredited companies.
I	Integrator	Companies, with one or more KNX partners, involved in the integration of KNX solutions in homes and buildings e.g. contractors, system integrators, consultants, specifiers, architects,
U	User	Private persons, companies or other interested parties, using KNX solutions e.g. building/house owners, health care organisations, national house builders, training providers
W	Wholesaler	Companies distributing KNX compatible solutions in the UK. The headquarters of such members are not necessarily a member or a licensee of KNX International.

M, I, U & W members may put forward one or more candidates to be nominated as trustees at a KNX UK General Assembly (hereafter referred to as “GA”) according to the rules as set out in the articles of KNX UK Limited. Manufacturer (M) members who do not have a UK office are not eligible to stand for election as trustees.

The decision whether or not to grant membership is taken by a vote of the Trustees. The Trustees also determine the category of the applicant on the basis of its centre of commercial interest especially where the applicant may satisfy the criteria for more than one membership type.

In the event that the Trustees resolve that the candidate does not comply with the pre-conditions for membership and rejects the application, the candidate may appeal against this rejection to the GA, by letter, within a period of four weeks after the decision of the Trustees.

Reconfirmation of the original decision of the Trustees requires a majority of the weighted votes. The decision of the GA is final and cannot be appealed.

The Trustees review and set the annual membership fees and these are payable on a quarterly basis.

Membership of KNX UK is continuous until terminated by resignation or expulsion.

2.2 Resignation

KNX UK membership is terminated by written resignation. Any voluntary resignation shall be forwarded to KNX UK, by registered letter or e-mail and the notice period will commence from the date the letter, or email, is received by the KNX UK secretary. Such resignation becomes effective from the first day of the month following the expiry date of six months notice. Up to this time, the member concerned has to meet any commitments resulting from this agreement and, in particular, the financial charges incumbent on the members.

The KNX UK board will consider any application for variation to the above. Changes will be at the discretion of the board, any decision will be final and their decision will be recorded in the board minutes for the record.

Any member, who has not paid their contributions, despite reminders and a written warning from the Trustees, by registered letter, is automatically considered as having resigned after expiration of the time provided for payment. In spite of this resignation, legal steps will be taken against the member for the outstanding debts.

Resigning members have no claim to the assets of KNX UK.

Resigning members could remain bound by obligations as may be set out in contracts concluded between them and KNX UK.

2.3 Expulsion

Expulsion of a member may be declared, only for serious reasons, by a decision of the Trustees for which at least two-thirds present or represented must have voted in favour.

Such expulsion becomes effective on the date set by the Trustees, with the member expelled having the same status as a resigning member as far as his rights and commitments in relation with the statutes and internal rules are concerned. Both KNX UK and its members are released from any liabilities for possible damages resulting directly or indirectly from any expulsion declared in conformity with these internal rules.

An expelled member has the right to appeal against this expulsion to the GA, by registered letter, within a period of four weeks after the decision of the Trustees. Reconfirmation of the original decision of the Trustees requires a majority of the weighted votes. The decision of the GA is final and cannot be appealed.

3 Trustees and KNX UK Secretariat

3.1 Trustees

The Trustees consists of a maximum of 11 members.

Members of the respective categories nominate candidates for membership of the Trustees.

At the GA

- “M” members elect up to 6 names among the “M” candidates
- “I” members elect up to 4 names among “I” candidates
- “U/W” members elect 1 name among the “U/W” candidates

If the number of nominations received for each membership category does not exceed the number of vacancies for each membership category, all those nominated will be appointed without a ballot. If there are more nominations than vacancies, a secret ballot will be held and all members in attendance at the GA will be entitled to vote.

3.2 President / Vice President(s)

The Trustees appoint a president from among a list of candidates put forward by its “M” or “I” members and the vice-president(s) from among its “M” or “I” members.

3.3 Meetings of the Trustees

Meetings of the Trustees are convened at least once a year prior to the GA. The invitation is accompanied by the agenda of the meeting and dispatched at least one week beforehand.

The Trustees may have themselves represented at meetings of the Trustees by another member of their choice having the right to vote. This member is thus authorised to exercise in addition the voting right of the member they represent, however they may not represent more than two other members.

3.4 KNX UK Secretariat

If needed, the Trustees will appoint, for a renewable term of one year, a company or individual to act as KNX UK Secretariat according to the directives as given by the Trustees.

The activities of the KNX UK Secretariat are given in its statutes. These activities may be extended or restricted by Trustees decision.

Candidates for the KNX UK Secretariat are chosen on the basis of price, quality and independency from the activities of the KNX UK members.

For its work, the Secretariat will be remunerated from the funds as raised via membership fees as set by decision of a majority of the Trustees.

4 Resources and Decisions

4.1 Resources

The corporate year begins on February 1st and ends on January 31st.

Before the beginning of each corporate year the GA decides, by majority, the budget as well as the annual contribution to be paid by any KNX UK member.

These fees and contributions are determined in such a way that their sum permits a balanced budget.

4.2 Additional budgets

The Trustees may schedule additional budgets for specific fields of interest to certain members of KNX UK.

The costs entailed are borne by the members concerned according to the proportions fixed by the Trustees.