The Working Rules of the Association

1 Name

1.1 The name of the Association shall be ICMA-tel, The Integrated Communications Manufacturers' Association for Telecommunication Approvals (the Association).

2 Definitions

2.1 The following definitions shall apply throughout this document:

Member means a company, organisation or individual which is a member of the Association normally resident in the United Kingdom.

Overseas Member means a company, organisation or individual which is not a permanent resident of the United Kingdom.

Representative is a person who attends meetings on behalf of, and employed by, a Member company/organisation.
NB: An individual is a person who does not present a conflict of interests with the aims, spirit or purpose of the association, including due consideration to any employment.

An individual, who has been a representative of a member company, may be elected by the membership as a 'life member', irrespective of their employment**.**

3 Purpose

3.1 The purpose of the Association shall be to:

i. **develop** Members' and Overseas Members' understanding and awareness of the Type Approval and/or certification process, associated regulations, & standards applicable to telecommunication, and related, products;

ii. **inform** Members and Overseas Members of new or changing procedures, regulation, standards or legislation which have an impact upon telecommunication, and related, products;

iii. **improve** the general regulatory environment through contributions to appropriate bodies or organisations; and

iv. **assist** with resolution of approvals issues which any Member or Overseas Member might encounter.

3.2 The Association shall exist for the mutual benefit of both the Members and Overseas Members and not for the purpose of making a profit.

4 Membership

4.1 Membership shall be limited to those companies, organisations, or individuals that demonstrate a clear interest in the purpose of the Association as stated in Section 3.

4.2 There shall be no membership fee.

4.3 Representatives shall be directly involved with regulatory, approval, quality or standards issues, and will actively participate in the activities of the Association.

4.4 Membership becomes effective after the applicant has:

i. applied in writing to become a Member or Overseas Member;

ii. agreed to abide by the rules of the Association;

iii. agreed to allow its name to be publicly associated with the Association:

iv. received written confirmation from the Association indicating that it has been accepted as a Member or Overseas Member:

v. attended a plenary meeting on, or within, 3 plenary meetings following confirmation of membership - with the exception of overseas members (ref. point 4.6).

4.5 Applications for membership shall be considered during plenary meetings of the Association. Applications shall be notified not less than 2 weeks prior to a plenary meeting. Applications shall be approved unless the majority of the membership present at the meeting object. Where the result is divided 50/50 the chairman has the casting vote. Where members submit objections in writing, these shall be reviewed prior to the plenary meeting vote. Members unable to attend may submit their vote in writing to one of the officers of the association not less than 3 days prior to the meeting.

4.6 Where a vote is negative, subsequent applications from the same company shall not be considered within 1 year.

4.7 Members are expected to attend at least two meetings in every twelve months or be a regular contributor to topics and discussion via electronic communication.

4.8 Members are expected to treat the ICMA-tel minutes as proprietary to ICMA-tel and not to be circulated beyond the ICMA-tel membership.

4.9 Overseas Members are expected to be regular contributors to the content and discussion topics that are raised via the plenary meetings or internal electronic communication.

4.10 A Member or Overseas Member may terminate its membership at any time by giving written notice to the Secretary.

4.11 Membership may be terminated if a Member or Overseas Member fails to abide by the working rules. A Member or Overseas Member shall be informed of any breaches of the rules and will have an opportunity to present its case to the Association; thereafter termination shall occur if a majority of the membership so decide.

5 Officers

5.1 The Association shall appoint a Chairman, Vice-Chairman, Secretary and Vice-secretary. Each officer shall be a Representative, and be elected annually by majority vote.

5.2 Nominations for any Officer position can be from any current member of ICMA-tel and shall be notified to the members at least 14 days prior to the General Meeting (see 7.2).

6 Rights and Obligations

6.1 Members shall receive all information placed before the Association at plenary meetings.

6.2 Members and Overseas Members agree to contribute to the collection of public domain information for dissemination through the Association or its special interest groups.

6.3 No Member or Overseas Member shall be expected to reveal confidential or proprietary information.

6.4 No member shall raise or discuss any issue that would fall within the scope of the EU Competition Rules as laid out in Council Regulation (EC) No 1/2003 of 16 December 2002 on the implementation of the rules on competition laid down in Articles 81 and 82 of the Treaty and the UK Competition Act 1998.

7 Meetings

7.1 Plenary meetings of the Association shall occur bi-monthly and as convenient.

7.2 A General Meeting of the Association shall be held in January each year at which officers shall be elected and a schedule of meetings agreed.

7.3 All formal decisions of the Association shall be made by majority vote of the Members. Votes shall take place only at properly convened plenary meetings. Each Member shall be entitled to one vote. In the event of a tie, the vote shall be repeated at a venue and time decided by the Association. 5 members present constitute a quorum.

7.4 A vote may not take place with respect to the Association's membership or working rules unless such items have been listed explicitly in the agenda of a plenary meeting, or otherwise notified to all Members at least 14 days prior to the meeting. 14 day notice is not required at the AGM.

7.5 A Member who is unable to attend a plenary meeting may register its vote with the Secretary on an agenda item at least 2 days prior. Alternatively, a Member may nominate another Member to vote on its behalf. The nomination of a proxy shall be notified to the Secretary at least 2 days prior.

7.6 Members may invite guests. Such invitations shall be notified in advance to the Secretary for co-ordination.