



MHEA MEMBERS' PACK

The Materials Handling Engineers' Association supports the interests of companies supplying and using powder and bulk handling equipment around the world. Enjoy the benefits of MHEA promotion, networking, exhibitions, seminars and publications – become a member today!





MATERIALS HANDLING ENGINEERS ASSOCIATION

MEMBERSHIP BENEFITS

PROMOTION:

- The MHEA website promotes members interests and links to members' websites.
- MHEA e-bulletins provide a platform to promote their products and services

NETWORKING:

- Opportunities to network with specialists in design, manufacture, installation, maintenance and supply of bulk handling materials worldwide.
- Regional events, site visits to industry facilities. Access to latest developments in materials handling and technical knowledge.
- Technical marketing knowledge base.

EXHIBITIONS, SEMINARS AND PUBLICATIONS:

- Annual Bulk Conference
- Seminars on topical business and technical subjects
- Monthly e-bulletin

OBJECTIVES:

- Create an environment to generate business opportunities for the membership
- Facilitating business development and networking in the bulk materials sector
- To promote the performance benefits of bulk materials handling equipment by:-
Representing users and suppliers of members' products and services.
Raising technical awareness.
- The education and promotion of "Best Practice" within the Industry.
- Enhance and promote the both the public image raise the profile of the industry with governmental and other bodies





MATERIALS HANDLING ENGINEERS ASSOCIATION CONSTITUTION

1. NAME OF ASSOCIATION

The Association shall be called the "Materials Handling Engineers Association" (herewith referred to as "the Association") and shall be known as the MHEA.

2. SCOPE OF ASSOCIATION

The work coming within the scope of the Association shall be materials handling equipment and its related systems, which are capable of moving goods or materials in any form from one position to another, or hold them in store, by power or gravity, and including components and ancillary equipment for the materials handling industry.

3. OBJECTS

The objectives of the Association shall be:

- a. To consider all matters of general interest to both the suppliers and users of materials handling equipment and to develop, promote and extend its use both in the UK and abroad.
- b. To encourage co-operation and collaboration amongst members aimed at improving efficiency of the manufacturing, distribution and storage industries by the application of appropriate materials handling techniques.
- c. To represent the industry in discussions with Government Departments, major Industries and other users, and research and academic institutions.
- d. To encourage co-operation among members on all technical, commercial and legislative matters and take part in the appropriate international institutions.
- e. To encourage training and education of personnel both in industry and the educational establishment.
- f. To provide means of consultation with other bodies on technical investigation, standardisation and Health & Safety matters.
- g. To provide an information service on technical and commercial matters and trading opportunities

- h. To do all such other things as are in the opinion of the Association incidental or conducive to the attainment of the above objectives.

4. MEMBERSHIP

The Association shall consist of three classes of membership: Corporate Member, Associate Member and Honorary Member.

a. Conditions and Procedure for Corporate Membership

Members companies shall be elected to membership in accordance with the following procedure:

- i. Applicants shall be eligible for Corporate membership if they are engaged in one or more of the following activities:
 - (1) specify, design, manufacture, install, operate, maintain or own materials handling plant and equipmentand/or
 - (2) engage in the production or supply of component items or ancillary equipment for the Materials Handling Industry
 - (3) have been trading in such-equipment for a minimum period of three years or such less period as, in respect of any individual applicant, may be agreed by the Executive Committee
 - (4) are proposed and seconded respectively by Corporate Members of the Association.
- ii. Each applicant shall furnish the information prescribed in the official Form of Application for membership in force from time to time, which shall be countersigned by the Proposer and Seconder and which shall include an undertaking that the applicant will, if admitted to membership, abide by the terms of the Constitution in force from time to time.
- iii. The Proposer and Seconder shall satisfy themselves as to the suitability of the applicant and as to their eligibility to become a Member of the Association.
- iv. The Form of Application shall be submitted to the Executive Committee who may take steps as they think necessary to enable





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them to express their opinion as to the suitability of the applicant as a member of the association.

- v. In the event of the Executive Committee deciding that the applicant complies with the requirement as to suitability, the application shall be accepted. In the event of the Executive Committee being unable to reach a unanimous agreement as to suitability of the application, the Secretary shall ballot all Corporate Members of the Association and the applicant shall be elected a Corporate Member company providing three fourths or more of the total Corporate Membership give their approval

b. Disqualification from Corporate Membership

On the expiration of a period of six months from the date on which a subscription or instalment of subscription falls due, any Member Company having failed to pay that subscription or instalment shall cease to be a Member, but shall remain liable for all debts and obligations to the Association up to the date of ceasing to be a member:

c. Withdrawal from Corporate Membership

- i. A Member Company may withdraw from the Association by giving six calendar months' clear notice. On expiry of the notice, such Member shall forfeit all benefits and interests in the funds of the Association as from that date.
- ii. The withdrawing Corporate Member Company shall also be responsible for the payment of their full rate of annual subscription for the year in which their resignation becomes effective. Provided that where the expiration of the notice of withdrawal is before the 1st January the Member concerned shall only be liable for the payment of half the rate of annual subscription in force at the time.
- iii. If a Member Company shall become bankrupt or compound with their creditors or being a limited liability Company shall go into liquidation, whether voluntarily or compulsorily, otherwise than for tile purpose of reconstruction or amalgamation

with another Company, they shall automatically cease to be a Corporate Member of the Association and shall forthwith forfeit all benefits and interests in the funds of the Association.

d. Conditions and Procedures for Associate Membership

Members shall be elected to Associate Membership in accordance with the following procedure:

- i. Applicants shall be eligible for Associate Membership if they are:
- (1) individuals employed by companies specifying, designing, manufacturing, installing, operating, maintaining or owning materials handling equipment.
 - (2) academics, consultants, government, institution/association employees, researchers and scientists operating in the materials handling industry.
- ii. Employees or principals of manufacturers or supplier companies which are ordinarily eligible for Corporate Membership are not eligible to apply for Associate Membership.
- iii. Each applicant shall furnish the information prescribed in the official Form of Application for Associate Membership in force from time to time and which shall include an undertaking that the applicant will, if admitted to membership, abide by the terms of the Constitution in force from time to time.
- iv. The Form of Application shall be submitted to the Executive Committee who may take steps as they think necessary to enable them to express their opinion as to the suitability of the applicant as a member of the Association.
- v. In the event that a quorum of the Executive Committee deciding that the applicant complies with the requirement as to suitability, the applicant shall be elected a member

e. Resignation from Associate Membership

An Associate member may resign from the Association by giving notice in writing. Membership will be cancelled with immediate





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effect without penalty to the Member.

f. Disqualification from Associate Membership

If any member fails to pay the annual subscription within two months of the due date, the Executive Committee may determine that the membership has lapsed and the member's name will be deleted from the register.

- ii. If a Member should become bankrupt, they shall automatically cease to be a Member of the Association.
- iii. If a Member should act in a manner considered by a quorum of the Executive Committee to be in breach of professional conduct, the Member will be advised in writing that his membership is cancelled with immediate effect.

g. Honorary Membership

- i. The Members in General Meeting may confer the status of Honorary Membership of the Association on any person who has been recommended by the Executive Committee as having rendered outstanding service to the Association.
- ii. An Honorary Member shall also be eligible to serve on Association Committees and Sub-Committees, but only at the discretion or by the invitation of the Executive Committee and subject to such conditions as the latter may impose.
- iii. Where an Honorary Member resigns or retires from or ceases to be employed by or actively associated with the Member with whom he was employed at the time when the status of Honorary Membership was conferred on him, he shall automatically relinquish and forfeit all rights to attend meetings or to participate in the affairs of the Association, but his name shall remain on record as an Honorary Member in recognition of the services he personally rendered to the Association. Provided that, in circumstances of the kind aforementioned, the Executive Committee shall be empowered, if it thinks fit, to co-opt the services of an Honorary Member on any Committee or Sub-Committee of the Association.

- iv. Honorary Members situated as at subparagraph (iii) above will be entitled to receive specific Honorariums as agreed by the Executive Committee and as a matter of routine their travelling and accommodation expenses when attending meetings at which their attendance has been expressly requested by the Chairman of such meetings.

h. Conditions and Procedures for the Awarding of Personal Designatory Letters

- i. Persons eligible to apply for the award of designatory letters are individuals employed by MHEA Corporate Member Companies.
- ii. There shall be five grades of Awards
 - (1) Honorary Fellows, being persons nominated and elected as such by the Executive Committee whose services to and current position in the Industry are considered by the Executive Committee to merit such recognition.
 - (2) Fellows, being persons nominated by the Designatory Award Committee and elected as such by the Executive Committee who shall at the time of application have met the relevant requirements of the Association in force at that time.
 - (3) Members, being persons nominated by the Designatory Award Committee and elected as such by the Executive Committee who shall at the time of application have met the relevant requirements of the Association in force at that time.
 - (4) Associate Members, being persons nominated by the Designatory Award Committee and elected as such by the Executive Committee who shall at the time of application have met the relevant requirements of the Association in force at that time.
 - (5) Student Members, being persons nominated by the Designatory Award Committee and elected as such by the Executive Committee who shall at the time of application have met the relevant requirements of the Association





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in force at that time.

- iii. Each applicant shall furnish the information prescribed in the official Form of Application for the relevant grade of designatory letters in force from time to time.
- iv. The Form of Application shall first be submitted to the Designatory Awards Committee who may take steps as they think necessary to enable them to express their opinion to the Executive Committee as to the suitability of the applicant regarding the designatory award being sought.
- v. In the event that a quorum of the Executive Committee deciding that the applicant complies with the requirement as to suitability, the applicant shall be awarded the designatory award grade applied for.
- vi. The awarding of designatory letters does not constitute any rights of voting at MHEA general meetings.

i. The Designatory Letters

- i. A person who has been awarded the grade of Honorary Fellow may describe himself as an Honorary Fellow of the Materials Handling Engineers Association and may use the designatory letters 'Hon. FMHEA.'
- ii. A person who has been awarded the grade of Fellow may describe himself as a Fellow of the Materials Handling Engineers Association and may use the designatory letters 'FMHEA.'
- iii. A person who has been awarded the grade of Member may describe himself as a Member of the Materials Handling Engineers Association and may use the designatory letters 'MMHEA.'
- iv. A person who has been awarded the grade of Associate Member may describe himself as an Associate Member of the Materials Handling Engineers Association and may use the designatory letters 'AMMHEA.'
- v. A person who has been awarded the grade of Student Member may describe himself as a Student Member of the Materials Handling Engineers Association and may use the designatory letters 'SMMHEA.'

j. Removal of Designatory Letters

If any Awardee fails to pay the annual subscription for the use of designatory letters within two months of the due date, the Executive Committee may determine that the person has lapsed and the Awardee's name will be deleted from the MHEA Designatory Letters Register.

- iii. If an Awardee should act in a manner considered by a quorum of the Executive Committee to be in breach of professional conduct, the person will be advised in writing that his or her use of MHEA designatory letters is cancelled with immediate effect.

5. SUBSCRIPTIONS

- a. The rates of annual subscription for membership shall be determined by the Executive Committee and shall be reviewed from time to time according to circumstances.
- b. Corporate Members shall pay 50% of their annual subscription on 1st January and 50% on 1st July each year.
- c. Associate Members shall pay their annual subscription on 1 January each year
- d. Designatory Letter Awardees shall pay their annual subscription, as regulated by the class of award (ie FMHEA, MMHEA etc), on 1 January each year.
- e. All annual subscriptions shall be available to meet such expenses of the Association as are authorized by the Executive Committee.

6. OFFICERS

a. Office Bearers

- i. The President, and the Vice President of the Association shall be appointed from representatives of Corporate Members at the Annual General Meeting and shall hold office until the next succeeding Annual General Meeting, when they shall retire but shall be eligible for re-election. Provided that no person shall hold office as President for more than two years consecutively.





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ii. In the event of a casual vacancy occurring in the office of President or of the Vice-President, the Executive Committee shall have power to appoint an acting Office Bearer to hold the office so vacated until the next succeeding Annual General Meeting but in the case of an acting President any period during which he so acts shall not be regarded as part of the two years referred to in sub-clause a.i. hereof.

iii. No person shall be eligible to hold the office of President or Vice President until he has served a total period of not less than two years as a member of the Executive Committee.

iv. Each Corporate Member company represented at the Executive Committee Meeting shall be entitled to one vote, Associate Members have no vote.

b. Composition of Executive Committee

i. The Executive Committee shall consist of the President, the Vice President, and the Immediate Past President of the Association and eight Ordinary members who shall be accredited representatives of Corporate Members, but shall be appointed in their personal capacity for a term of two years duration.

ii. The following Officers, unless already members of the Executive Committee, will automatically be co-opted to the Executive Committee with full voting rights: however, clause 6aiv above takes precedent.

Chairman of the Standing Committees

iii. Serving members of the executive who cease to become employees of member companies during their term of office should be, at the discretion of the executive, allowed to complete their term of office if they so wish

c. Retirement from Membership of Executive Committee

i. Two members of the Executive Committee shall retire at the AGM in each year and shall be eligible for re-election. The

Members who shall retire shall be decided according to a rota which shall provide, as far as possible, that the retiring members shall be those who have served the longest term of office since their last election, providing that they have served two years in office. If, however, more than two Ordinary members qualify for re-election, then lots will be drawn to decide the two who will resign and they may put themselves up for re-election.

ii. In the event of circumstances arising in respect of any Ordinary member which render it inadvisable for him to remain a member of the Executive Committee, his office may, by a Resolution of the Executive Committee, be declared vacant at such date as may be prescribed in the Resolution.

iii. Any vacancy among the Ordinary members of the Committee created by the proposed election of one of their number to the office of President or Vice-President or by the removal of one of their number under sub-clause c.ii. hereof shall be additional to the vacancies created by the normal retirement procedure.

d. Procedure for Election of Executive Committee

i. The procedure for election of Ordinary members of the Executive Committee shall be as follows:

(1) On the 1st September in each year the Secretary shall circulate among all Corporate Members of the Association, the names of the Ordinary members of the committee who will retire at the following Annual General Meeting.

(2) On or before the 1st October in each year any Member shall be entitled to nominate in writing to the Secretary a candidate or candidates, who shall be accredited representatives of Corporate Members, for any of the vacancies created by the annual retirement of Ordinary members, by the elevation of an Ordinary member to higher office, or by the removal of a member, and the names of such candidates shall be





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submitted to postal ballot by the Members of the Association.

- (3) Not later than the 7th October in each year the names of any retiring members who offer themselves for reelection and of any candidates nominated in accordance with sub-clause d.i.(2) hereof shall be circulated among all Corporate Members of the Association who shall, within 14 days of the date of circulation, indicate their choice of candidates for the vacancies.
- (4) The scrutineer shall be the Secretary of the Association.
- (5) Any voting paper containing votes for more or less than one candidate for each vacancy or received after (lie last post on the closing date shall be disqualified from the ballot.
- (6) Subject to the provisions of sub-clause (7) hereof, the two or more vacancies shall be filled by those candidates for whom the largest number of votes are cast and they shall be declared elected to the Executive Committee as Ordinary members and shall assume office immediately after the Annual General Meeting.
- (7) The votes of Members shall be calculated in accordance with the provisions of Clause 9.d. of the Constitution.

- ii. Each person elected as an Ordinary member of the Executive Committee shall have full authority to deal with any question properly placed before the Committee.
- lii. The President of the Association shall be the Chairman of the Executive Committee and shall have a casting vote in addition to his deliberative vote in the case of equality of voting.

e. Vacancies on Executive Committee

In the event of a vacancy occurring among the Ordinary members of the Executive Committee during any specific year, the procedure for nomination and election by ballot as provided for the annual retirement

of members of the Executive Committee shall be followed, provided that the closing date for lodging nominations shall be fixed by the Executive Committee and the dates for circulation of the name of candidates and for registration of votes shall be respectively 7 and 21 days thereafter.

f. Meetings of Executive Committee

- i. Meetings of the Executive Committee shall be convened on 'clear days' notice being given whenever the President considers it desirable or when a requisition has been received by the Secretary; signed by at least one-third of the members of the Executive Committee, requiring such meeting to be convened and specifying the business for the transaction of which such meeting is desired.
- ii. The quorum at an Executive Committee meeting shall consist of four members one of which shall be the President or Vice President. If a quorum be not present, the meeting shall proceed to discuss the Agenda but the decisions reached at that meeting shall be subject to formal ratification by the majority of the members of the Executive Committee.

g. Responsibilities of Executive Committee

The Executive Committee shall be responsible for the management of the Association, subject to any regulations and conditions which may from time to time be made by the Association in General Meeting, and shall have power to appoint such salaried officers, including secretaries, rent such premises, pay such subscriptions and levies, and generally expend the funds of the Association as they may determine to be reasonable having regard to the necessities of each case.

7. STANDING COMMITTEES

- i) Standing Committees will be initiated via nomination by the Secretary and appointed by agreement of the Officers of the Association (ie the President, Vice President and Past President) to deal with specific subjects or specific branches of the Association's activities.





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- ii) Such Standing Committees shall be granted General Terms of Reference via the Secretary by the body appointing them (see 7 i above).
- iii) Standing Committees shall be composed of representatives of Corporate Members of the Association having regard to their special suitability for the particular work to be carried out by each Standing Committee.
- iv) With the exception of a Finance Committee, the Chairman of which shall be the President for the time being of the Association, each Standing Committee Chairman will be initiated via nomination by the Secretary and appointed by agreement of the Officers of the Association (i.e. the President, Vice President and Past President).
- v) Each Member of a Standing Committee shall have one vote and, in the case of equality of voting on any resolution, the Chairman for the time being of a Standing Committee shall have a casting vote in addition to his deliberative vote.
- vi) Representatives of Member Companies shall serve on a Standing Committees for the necessary period as decided by the Standing Committee Chairman.
- vii) The Chairman of a Standing Committee shall hold office for one year, but may be re-appointed by the officers of the Association for further periods of one year each. The Chairman's membership of the Committee may be extended beyond three years in order that he may, if required, continue in office.

8. SECTIONS

A group of Corporate Members actively engaged in a particular branch of the materials handling industry may create a Section within the framework of the Association and shall define its scope and Terms of Reference, subject to the approval of the Executive Committee,

Any Corporate Member of the Association may become a member or retire from a Section on giving notice to the Secretary.

The Secretary of the Association shall be the Secretary of each Section.

Each section shall appoint its own Chairman who shall be an accredited representative of a Corporate Member.

The Chairman shall be elected at the first meeting of the Section in each year and shall hold office until the first meeting of the Section in the following year when he shall retire but shall be eligible for re-election.

Copies of the Minutes of each Section meeting shall, as soon as possible after the holding of such meeting, be sent to the President and Vice-President of the Association, as well as to members of the Section.

9. ANNUAL GENERAL MEETING

- a. There shall be an Annual General Meeting of the Association each year, normally in the autumn, and at least 14 clear days' notice shall be given to all Members by the Secretary.
- b. The business of the Annual General Meeting shall be the consideration of the Accounts of the Association, the election of a President, a Vice-President and any other matter on the Agenda.
- c. The quorum at the AGM shall be the representatives of one fourth of the Corporate Members present at the commencement of the Meeting. If a quorum is not present, the Meeting shall be adjourned for a period of not less than 7 or not more than 14 days and, at the adjourned Meeting, the business shall be dealt with by the representatives present.
- d. Each Corporate Member represented at the AGM shall be entitled to one vote, Associate Members have no vote.
- e. The Chairman of the Meeting shall have a casting vote in addition to his deliberative vote in the case of equality of voting.
- f. Matters considered at the AGM shall be decided on a bare majority of the total votes cast, except such matters which hinder the Constitution and require a decision by an Extraordinary Resolution.





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g. An Extraordinary Resolution means a resolution, of which not less than 21 clear days' notice had been given, passed unanimously, or by a majority where the total votes of the Corporate Members voting in favour of the resolution are not less than three-fourths of the total votes of the Members voting thereon.

10. MINUTES AND NOTICES

Notices of Meetings under these Regulations shall be given in writing signed by the Secretary and proper Minutes shall be kept by the Secretary of all Association Meetings.

11. FINANCE

- a. The Secretary shall collect monies from Members in accordance with Clause 5 of the Constitution and shall deduct from such monies such proportion as is agreed from time to time to be necessary to meet the expenses incurred in carrying on the Association or meeting the obligations of the Association as undertaken by the Executive Committee in terms of Clause 6.g. of the Constitution.
- b. The Executive Committee shall be empowered to invest such proportion of the Reserve Fund as they may consider desirable having regard to the financial requirements of the Association, in or upon such investments or deposits, whether or not the same be investments for the time being authorized by law for the investment of trust monies, as the Executive Committee, in their discretion as aforesaid to vary, transpose or realise the same or any part thereof.

12. ALTERATIONS TO CONSTITUTION

No amendment nor addition to this Constitution may be made unless it is agreed by an extraordinary Resolution passed in General Meeting or, at the discretion of the Executive Committee, by a Resolution in writing passed by Corporate Members of the Association.

Where such a Resolution is submitted in writing it shall be deemed to be carried if accepted unanimously or by a majority where the total votes of the Corporate Members

voting in favour of the Resolution are not less than three-fourths of the total votes of the Members voting thereon.

13. ARBITRATION

Any doubt or dispute arising between the Member as to the scope of the Association or as to the interpretation of any of the provisions of the Constitution, or as to any other matter connected with the operations of the Association, shall be referred to the Executive Committee. The Executive Committee shall consider and give its ruling on such dispute within the constitution of the Association; such decision to be unanimous. In the event of the Committee failing to reach a unanimous decision, the matter shall be referred to the Secretary or Chairman of some kindred Association, to be mutually agreed between the parties interested in the dispute, as sole arbitrator, whose decision shall be final and binding on all Members of the Association.

14. DURATION OF CONSTITUTION

This Constitution came into operation on the 21st June 2007 and shall continue until such time as its existence is determined by Extraordinary Resolution passed in General Meeting.

Revisions to the Materials Handling Engineers' Association Constitution

Original	1.1.69
First Revision	22.10.69
Second Revision	8.3.79
Amended to	14.7.83
Third Revision	1.11.91
Fourth Revision	1.6.95
Fifth Revision	27.9.96
Sixth Revision	15.10.04
Seventh Revision	21.10.05
Eighth Revision	21.06.07
Ninth Revision	28.10.09

Materials Handling Engineers Association

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The leaders in bulk and continuous handling equipment





MATERIALS HANDLING ENGINEERS ASSOCIATION APPLICATION

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FORM OF APPLICATION FOR CORPORATE MEMBERSHIP (page 1)

We hereby submit an application for Corporate Membership of the Materials Handling Engineers' Association and we undertake, in the event of our being accepted as a Corporate Member of the Association, to abide by the terms of the Constitution of the Association. We note that the yearly Fees for Membership in 2015/2016 are £850 with 50% being invoiced in July and January.

1. Company name:

Address:

Tel no:

Fax no:

Contact name:

e-mail address:

2. State, by circling either YES to any of the categories or NO, whether you:

a) act as principals in contracts YES/NO

b) specify, design, manufacture, install, operate, evaluate or own materials handling (MH) equipment YES/NO

c) design and supply but do not manufacture MH equipment YES/NO

or whether you engage in:

d) the production and supply of component items or ancillary equipment for the MH industry YES/NO

e) the design of equipment or provide a regular service for the MH industry YES/NO

3. State the types of component items or ancillary equipment of which you engage in production and supply and/or the type of service you provide for the MH industry





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APPLICATION

FORM OF APPLICATION FOR CORPORATE MEMBERSHIP (page2)

4. State the period of time during which you have been involved with MH equipment:

5. If appropriate, state your annual turnover in MH equipment:

6. Do you know of any members of MHEA who are prepared to act as Proposer and Seconder of your application for membership? YES/NO

If so, please provide details below:

PROPOSER Member company:

Proposer's name:

SECONDER Member company:

Seconder's name:

Signature:

Name (print):

Date:

