SNIPEF

Plumbing and heating association

Rules

of SNIPEF Limited

(Scottish and Northern Ireland Plumbing Employers' Federation)



Adopted: June 2026

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Part One.

Definitions and Interpretation

1. In these Rules, unless inconsistent with the subject or context, words and expressions defined in the Articles have the same meanings in these Rules.
2. In the event of any inconsistency between these Rules and the Articles, the Articles prevail.
3. In these Rules:

ADR Scheme means the SNIPEF dispute resolution or Alternative Dispute Resolution Scheme approved by the Board from time to time.

Affiliate or Affiliate Member means a person, firm, company or other organisation admitted to SNIPEF in an affiliate category of membership, being a supply chain or associated organisation which does not qualify for membership as a plumbing, heating or mechanical services business Member.

AGM means the Annual General Meeting of SNIPEF.

Appeals Committee means the committee established by the Board to hear appeals in accordance with these Rules.

Articles means the Articles of Association of SNIPEF.

Board means the Board of Directors of SNIPEF.

Chief Executive means the person appointed by the Board with day to day responsibility for the management of SNIPEF.

Code of Conduct means the SNIPEF Code of Conduct approved by the Board from time to time.

Local Association means a Local Association established or recognised by the Board under the Articles.

Member means a member of SNIPEF acting through its Member representative.

Member representative include an Alternate representative where duly notified to SNIPEF.

Rules means these Rules.

SNIPEF means SNIPEF Limited, the Scottish and Northern Ireland Plumbing Employers' Federation.

Standards and Governance Committee means the committee established by the Board to consider membership conduct and disciplinary matters.

Year means a calendar year.

Writing includes electronic communication.

Part Two.

Membership Criteria and Admission

Rule 1.

Membership Criteria

1. The Board shall have the authority to set and amend the criteria and processes for admission to membership and continuing membership, and may delegate day to day operation of those processes to the Chief Executive and employees of SNIPEF.
2. A business shall be admitted to membership only if it satisfies the membership criteria approved by the Board from time to time.
    a. Membership as a business Member shall be open to businesses, including sole traders, partnerships, companies and such other organisations as the Board may approve, which are engaged in plumbing, heating, mechanical services or such related activities as the Board may determine, in Scotland, Northern Ireland, or such other places as the Board may approve.
3. An application for membership shall be made in the form and manner required by SNIPEF.
4. SNIPEF may require an applicant to provide such information, evidence and declarations as it reasonably requires to assess whether the applicant satisfies the membership criteria.
5. SNIPEF may refuse an application where the applicant does not satisfy the membership criteria or where SNIPEF reasonably considers that admission would be inconsistent with the interests, standards or reputation of SNIPEF.
6. A Member shall continue to satisfy the membership criteria throughout its membership and shall provide such further information as SNIPEF reasonably requires for review purposes.
7. Where an application for membership, or continued membership, is refused, SNIPEF shall notify the applicant or Member in writing and inform them of any right to request a review in accordance with the applicable procedure.

Rule 2.

Membership Categories, Representatives and Business Changes

1. The Board may create, vary or discontinue categories of membership and determine the rights and eligibility criteria attaching to each category.
2. Affiliates shall have such rights and benefits as the Board may determine from time to time, but shall not be entitled to vote at general meetings, appoint a Member representative, hold office, serve as a Director, or exercise any governance rights reserved to Members under the Articles or these Rules.
3. Each Member shall nominate a Member representative for the purposes of the Articles and may nominate an alternate representative. Unless the Board determines otherwise, the Member representative or alternate representative must be a proprietor, partner, director, LLP member or senior employee authorised by the Member.
4. A Member shall promptly notify SNIPEF of any change to its legal name, trading name, ownership, directors, partners, members, legal status, principal business address or other material change in its business.
5. Where a change referred to in **Rule 2.3** means that the Member may no longer satisfy the membership criteria, SNIPEF may review the membership and may impose conditions, suspend rights, or terminate membership in accordance with these Rules.

6. Membership is personal to the Member business and may not be transferred.
7. Where a Member maintains a branch, office or other business presence within the area of another Local Association, SNIPEF may require that Member to be treated as a Member for that area also and may apply such additional subscription or other charge as the Board determines.

Rule 3.

Member Obligations

1. Every Member shall comply with the Articles, these Rules, the Code of Conduct, the ADR Scheme where applicable, and any mandatory membership requirements approved by the Board.
2. Every Member shall provide up to date contact and business details and such other information as is reasonably required to keep its membership record accurate.
3. Every Member shall co-operate with SNIPEF in relation to inspections, standards reviews, complaints, disciplinary matters and dispute resolution processes where these apply to that Member.
4. Every Member shall cease immediately, upon suspension or termination of membership where required by these Rules or any decision made under them, to hold itself out as entitled to any suspended or terminated rights.
5. Every Member shall ensure that all use of SNIPEF branding, logos and statements of membership complies with SNIPEF requirements.

Rule 4.

Membership Subscriptions and Charges

1. The Board shall determine application fees, subscriptions, renewal dates, instalment options and any other membership charges from time to time.
2. Each applicant for membership shall pay the applicable application fee at the time of submitting its application.
3. The application fee is non-refundable and shall not be returned whether the application is accepted, refused, withdrawn or otherwise does not proceed, unless the Board determines otherwise.
4. Subscriptions and charges shall be payable in the manner and on the dates notified by SNIPEF.
5. Unless the Board determines otherwise, subscriptions and fees are non-refundable.
6. Unless the Board determines otherwise, a Member admitted during a subscription year shall pay such proportion of the annual subscription and any other applicable charges as the Board determines.
7. The Board may determine different fee levels for different categories of membership.
8. The Board may determine what proportion of subscription income, if any, is to be allocated for Local Association purposes.

Rule 5.

Arrears, Suspension of Rights and Termination for Non-payment

1. A Member whose subscription remains unpaid for **30 days** after the due date shall be treated as being in arrears.
2. A Member whose subscription remains unpaid for **60 days** after the due date may have all or any membership rights suspended until the arrears are paid.
3. A Member whose subscription remains unpaid for **90 days** after the due date shall cease to be a Member unless the Board or the Chief Executive acting under delegated authority determines otherwise.
4. A former Member whose membership has ceased under **Rule 5.3** may apply again for membership, and SNIPEF may require payment of arrears, an application fee, and such further conditions as it considers reasonable.
5. SNIPEF may take such steps as it considers appropriate to recover arrears, and may authorise a Local Association to assist in that process where appropriate.

Rule 6.

Rights and Benefits of Membership

1. Subject to continued compliance with the Articles, these Rules and all mandatory membership requirements, a Member shall be entitled to such services, benefits, communications, branding rights, website listing rights and participation rights as SNIPEF makes available to its category of membership from time to time.
2. On ceasing to be a Member for any reason, all rights and benefits of membership cease immediately unless SNIPEF expressly states otherwise.

Rule 7.

Ceasing to be a Member

1. A Member may resign by giving not less than **30 days' notice** in writing to SNIPEF. Membership shall terminate only on **31 December** of the relevant calendar year, and not by reference to the anniversary of admission to membership, unless SNIPEF agrees otherwise in writing.
2. A Member shall cease to be a Member immediately if it permanently ceases to trade, is wound up, dissolved, declared bankrupt or insolvent, or otherwise ceases to meet the membership criteria.
3. In the case of a sole trader, membership shall cease on the death of the sole trader, subject to any temporary transitional arrangement approved by SNIPEF. Where membership continues for any transitional period or until the end of the relevant calendar year, SNIPEF may continue to send membership communications, notices and administrative information to the business or last notified contact details, unless and until SNIPEF is requested in writing to cease such communications.
4. A Member shall cease to be a Member in accordance with **Rule 5.3** where its subscription remains unpaid for **90 days** after the due date, unless the Board or the Chief Executive acting under delegated authority determines otherwise.

5. A Member whose membership ceases remains liable for all sums properly due to SNIPEF.
6. On ceasing to be a Member, the former Member shall have no interest in and no claim upon the funds or assets of SNIPEF or of any Local Association.

Rule 8.

Complaints, ADR and Referrals

1. A customer complaint or dispute may be dealt with under the ADR Scheme.
2. Participation in the ADR Scheme is mandatory where required under the Code of Conduct or the ADR Scheme.
3. Use of the ADR Scheme does not in itself imply misconduct.
4. Where, during or outside the ADR Scheme, serious or repeated breaches of the Rules or the Code of Conduct are alleged and supported by credible evidence, the matter may be referred to the Standards and Governance Committee.

Rule 9.

Conduct, Suspension, Expulsion and Appeals

1. If it is alleged that a Member has committed a serious breach of these Rules, the Code of Conduct or any other mandatory SNIPEF requirement, or has acted in a way that has brought or is likely to bring SNIPEF into disrepute, the matter may be referred to the Standards and Governance Committee for consideration in accordance with the applicable SNIPEF procedures.
2. Before any final disciplinary decision is made, the Member shall be given such opportunity to make representations as is provided for in the applicable SNIPEF procedures.
3. Membership may be suspended where SNIPEF reasonably considers that continued membership poses a material risk to the reputation, standards or interests of SNIPEF, including pending investigation or determination.
4. A suspension may remove such membership rights and benefits as SNIPEF specifies and subscriptions shall remain payable during the period of suspension unless SNIPEF decides otherwise.
5. Following consideration by the Standards and Governance Committee in accordance with the applicable SNIPEF procedures, the possible disciplinary outcomes include dismissal of the complaint, warning, recommendation, conditional continuation of membership, suspension, expulsion, or the imposition of such conditions or restrictions on membership as SNIPEF considers appropriate.
6. Conditions or restrictions imposed under **Rule 9.5** may include requirements for review, reporting, training, remedial action, changes to business practices, or liaison with third parties, where appropriate.
7. Notification of any disciplinary decision shall be given in writing and shall include details of any right of appeal.
8. Where a complaint or disciplinary outcome relates to a failure or refusal by a Member to carry out remedial work required under the ADR Scheme or any related SNIPEF procedure, the Member will remain liable for the cost of that remedial work to the extent provided for in the applicable scheme or procedure.

9. An appeal may be made only in accordance with these Rules and the applicable appeals procedure.
10. An appeal may be brought only where:
    a. There is substantial relevant new information which was not available at the time of the original decision and there is a good reason why it was not then provided, or
    b. There was a material failure to follow the applicable procedure.
11. A notice of intention to appeal must be submitted within **10 working days** of notification of the decision or such other period as SNIPEF may specify in the applicable procedure.
12. Members expelled because of failure to engage with the process or failure to attend a Standards and Governance Committee meeting without just cause shall have no right of appeal where the applicable procedure so provides.
13. An expelled Member may not reapply for membership until five years have elapsed from the date of expulsion, unless SNIPEF expressly determines otherwise.
14. Any reapplication following expulsion shall be assessed against the membership criteria then in force and may take account of the applicant's previous membership record.
15. SNIPEF may publish details of an expulsion, and may also publish that a Member resigned while under investigation, where the applicable SNIPEF procedures so provide.
16. An expelled or suspended Member must immediately remove all references to SNIPEF membership and all SNIPEF logos and branding from wherever they appear.

Part Three.

Local Associations

Rule 10.

Local Associations

1. The Board may establish, recognise, regulate, withdraw or terminate recognition of a Local Associations in accordance with the Articles.
2. Each Member shall be allocated to the Local Association within which its main contact address is situated, unless the Board determines otherwise.
3. A Member may apply to the Board for allocation or reallocation to another Local Association, giving reasons for the request, and the Board shall determine that application in its discretion.
4. The functions of a Local Association include:
    a. Dealing with matters affecting the local interests of Members
    b. Discussing locally matters of general interest to Members
    c. Providing a forum for member engagement, communication and local representation
    d. Supporting the implementation of SNIPEF policy and activity within its area
    e. Canvassing and presenting to the Board the views of Members within the Local Association on matters affecting SNIPEF or its Members.
5. Subject to the Articles, these Rules and any Board approved procedures, a Local Association may:
    a. Arrange its own meetings
    b. Appoint its own Office Bearers
    c. Appoint such local secretarial or administrative support
    d. Manage such local funds and resources as may be allocated to it or held by it in accordance with the Articles, these Rules and any Board approved financial procedures or policies.
6. Each Local Association, its Office Bearers and any person acting on its behalf shall:
    a. Comply with the Articles, these Rules, the Code of Conduct and any Board approved procedures
    b. Carry out without undue delay any lawful decision of the Board or any Committee acting under authority delegated by the Board
    c. Provide SNIPEF with such information as SNIPEF may reasonably require.
7. Failure by a Local Association or its office bearers to comply with **Rule 10.6** may result in withdrawal of facilities, intervention by the Board, suspension of delegated authority, or such other action as the Board considers appropriate.
8. A Local Association may formulate or amend its own local constitution or standing arrangements only to the extent permitted by, and consistently with, the Articles, these Rules and any Board approved requirements.
9. Any local constitution or standing arrangements, and any amendment to them, shall be notified to SNIPEF and shall only take effect if and when approved by the Board or by such person or committee as the Board may authorise.

Rule 11.

Election of Local Association Representatives to the Board

1. Each Local Association shall nominate its representative or representatives to the Board in accordance with the Articles and any Board approved election procedure.

2. Each Local Association shall be entitled to nominate one representative to the Board and, where it has more than **100 Members**, one additional representative.
3. Each Local Association may also nominate one Alternate for each representative nominated under **Rule 11.2**, to act in place of that representative when the representative is unable to act.
4. A person nominated as a representative or as an Alternate must satisfy the eligibility requirements applying under the Articles and these Rules.
5. The term of office of each representative and Alternate nominated by a Local Association shall be one year, commencing at the conclusion of the AGM at which the nomination takes effect and ending at the conclusion of the following AGM, unless the person ceases earlier to be eligible or is replaced by the relevant Local Association in accordance with these Rules and the Articles.
6. Each Local Association shall notify SNIPEF of its nominations of representatives and Alternates by such date and in such form as the Board may determine from time to time.
7. A Local Association may withdraw and replace its nominated representative or Alternate during the year by notifying SNIPEF in writing, and any replacement must satisfy the eligibility requirements applying under the Articles and these Rules.
8. For the purposes of the Articles, a representative or Alternate nominated by a Local Association shall cease to hold office or act in that capacity if that person is not re nominated by that Local Association in accordance with these Rules.
9. In addition to the representatives nominated by Local Associations, up to **two** Directors may be elected directly by the Members in accordance with the Articles and these Rules.
10. A person may only stand for election under **Rule 11.9** if that person satisfies the eligibility requirements applying under the Articles and these Rules.
11. The Board shall approve the procedure for nominations and elections under **Rule 11.9**, including the timetable, nomination requirements, method of voting and declaration of results.
12. Each directly elected Director under **Rule 11.9** shall hold office for a term of **one year** commencing at the conclusion of the AGM at which the election takes effect and ending at the conclusion of the following AGM, unless that person ceases earlier to be eligible, resigns or otherwise ceases to hold office in accordance with the Articles or these Rules
13. Any vacancy arising in respect of a directly elected Director under **Rule 11.9** between AGMs may be filled in accordance with any Board approved election or appointment procedure, provided that any person appointed satisfies the eligibility requirements applying under the Articles and these Rules.

Part Four.

Office Bearers

Rule 12.

Office Bearers

1. The Office Bearers of SNIPEF shall be the President, Vice President, Junior Vice President and Immediate Past President.
2. A person may only hold office as President, Vice President, Junior Vice President or Immediate Past President if that person satisfies the eligibility requirements for appointment as a Director under the Articles and these Rules.
3. The Junior Vice President shall be elected by the Local Associations in accordance with the Articles, these Rules and any Board approved election procedure.
4. Each Local Association shall be entitled to cast **one vote** in the election of the Junior Vice President.
5. The Board shall approve the procedure for the election of the Junior Vice President, including the timetable, nomination requirements, eligibility checks, voting method, conduct of any ballot, resolution of any tie, and declaration of the result.
6. Unless the Board determines otherwise in exceptional circumstances, the Junior Vice President shall normally progress to Vice President, and the Vice President shall normally progress to President, at the conclusion of the following AGM, provided that the person remains eligible and willing to act.
7. The President, Vice President, Junior Vice President and Immediate Past President shall each hold office for a term of **one year** commencing at the conclusion of the AGM at which the appointment, election or succession takes effect and ending at the conclusion of the following AGM, unless that person ceases earlier to be eligible, resigns, or otherwise ceases to hold office in accordance with the Articles or these Rules.
8. The Immediate Past President shall be the person who most recently held office as President, unless that person is unwilling or unable to act, ceases to be eligible, or the Board determines that it would be inappropriate for that person to hold or continue in that office.
9. Where a vacancy arises in the office of President, Vice President, Junior Vice President or Immediate Past President, the Board may appoint an eligible person to fill the vacancy until the conclusion of the next AGM, or may determine that the vacancy shall be filled by election in accordance with a Board approved procedure.
10. The Office Bearers shall carry out such functions as are assigned to them under the Articles, these Rules, any Board approved terms of reference, or any decision of the Board.

Part Five.

Committees and Working Groups

Rule 13.

Committees and Working Groups

1. The Board may establish such committees, including governance committees, and such working groups or other advisory groups as it considers necessary or desirable for the purposes of SNIPEF.
2. The Board shall approve terms of reference and procedures for any committee, working group or other advisory group, including its remit, membership, meetings, chairing, quorum, voting, reporting and duration.
3. Any committee, working group or other advisory group established under this Rule shall operate subject to the authority of the Board and within the scope of the terms of reference and procedures approved by the Board.
4. No committee, working group or other advisory group shall exercise any authority or take any action outside the scope of the terms of reference and procedures approved by the Board.
5. The Board may vary, suspend, withdraw approval for, or dissolve any committee, working group or other advisory group at any time.

Part Six.

Finance and Administrative

Rule 14.

Finance

1. The funds and property of SNIPEF shall be applied solely in furtherance of its objects and in accordance with the Articles.
2. The Board may determine the financial arrangements applying to Members and Affiliates, including application fees, subscriptions, levies, inspection fees and any other charges or sources of non-subscription income.
3. The Board may determine what proportion of subscription income or other funds, if any, is to be allocated for Local Association purposes.
4. Any funds of SNIPEF not immediately required for its purposes may be invested or otherwise applied in such manner as the Board may determine.
5. SNIPEF may reimburse reasonable expenses properly incurred on authorised SNIPEF business in accordance with any expenses policy or procedure approved by the Board.
6. The financial year of SNIPEF shall run from **1 January** to **31 December**, unless the Board determines otherwise.
7. The Board shall ensure that proper accounting records are kept and that the annual accounts of SNIPEF are prepared and dealt with in accordance with the Articles and the Companies Acts.

Rule 15.

Administrative and Miscellaneous

1. **Availability of the Rules:** SNIPEF shall make these Rules available to applicants, Members and Affiliates in such manner as the Board may determine.
2. **Annual Report**: SNIPEF shall make available to Members and Affiliates an annual report on its activities in such form and manner as the Board may determine.
3. **Complaints concerning breach of the Rules**: Any complaint that SNIPEF, a Board office bearer, a committee member, an employee or any person acting on behalf of SNIPEF has acted contrary to these Rules may be made in writing to the Chief Executive or, if it concerns the Chief Executive, to the President or such other office bearer as the Board may determine.
4. **Notices**: Any notice or other communication required under these Rules shall be given in writing and may be given personally, by post, by email or by such other electronic means as SNIPEF may permit from time to time.
    a. A notice or communication sent to a Member or Affiliate shall be sent to the address or contact details most recently notified to SNIPEF for that purpose.
    b. Any notice or communication given in accordance with this Rule shall be treated as received in accordance with the applicable provisions of the Articles or, where the Articles do not apply, in accordance with any procedure approved by the Board.

5. **Amendment of the Rules**: These Rules may be amended by the Board, provided that any amendment is consistent with the Articles and is notified to Members and Affiliates in such manner as the Board may determine.
6. **Previous Rules**: Upon the adoption of these Rules, they shall supersede and replace all previous rules of SNIPEF to the extent of any inconsistency.

END OF RULES

Version Control

These Rules are titled:

Rules of SNIPEF Limited

(Scottish and Northern Ireland Plumbing Employers' Federation)

These Rules were adopted by resolution of the Members on 5 June 2026 and, from that date, supersede and replace all previous Rules of the Company.

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