

# UK Hydrogen and Fuel Cell Association Constitution

## Mission and Objectives

The UK Hydrogen and Fuel Cell Association (UK HFCA) acts on behalf of its members to deliver the necessary support to help fuel cells and hydrogen become a key component of a low carbon economy. It provides an authoritative point of contact and a clear, informed and current view on development and demonstration priorities for Government, other funding agencies and key influencers.

The UK HFCA exists to provide value to its members by:

- **Advocating strongly for a positive social, political and economic environment** for the development of hydrogen energy and fuel cells in the UK
- **Representing the shared interests of its members**, using a collective approach to maximise impact and effectiveness
- **Providing a common voice to answer concerns** about hydrogen energy and fuel cells
- **Sharing non-commercially sensitive information** and facilitating knowledge transfer
- **Promoting the development of best practice, guidance and standards** in the deployment of fuel cells and hydrogen
- **Influencing government and company policies in the UK** to support hydrogen energy and fuel cell development, demonstration and procurement
- **Influencing the policies of public and private sector organisations** to support hydrogen energy and fuel cell deployment in the UK
- **Representing members' interests with European and International organisations and initiatives**

## Membership

Membership is open to all UK registered organisations and individuals which / who support the Mission and objectives of the Association. A tiered membership structure allows Members to choose their level of participation. Applications for membership will be approved by the Executive Committee.

## Membership Benefits

Members of the UK HFCA derive the following benefits:

- Being part of a shared and powerful voice into Government
- Improved access to and awareness of funding opportunities, both in the UK and at the European level
- Greater awareness of developments and business opportunities in the fuel cell sector
- Better outcomes for fuel cells and hydrogen in the UK
- Networking through regular UK HFCA events
- Opportunities to attend events on behalf of UK HFCA
- Improved positioning of and opportunities for fuel cells as a consequence of outreach activities
- Brokerage opportunities
- Marketing and promotion opportunities
- The chance to shape the direction and focus of the Association throughout the year

## Membership Categories, Specific Benefits and Subscriptions

	Reduced rates for participation in UK HFCA events	Option to include UK HFCA logo on company material	Benefiting from outcomes of specific Association actions	Regular updates on plans, activities and outcomes	Opportunity to shape the direction and focus of the Association	Automatic Membership of Executive Committee
Executive membership	✓	✓	✓	✓	✓	✓
Corporate membership	✓	✓	✓	✓	✓	
Related organisation	✓	✓	✓	✓	✓	
Small company <sup>1</sup>	✓	✓	✓	✓	✓	
University / educational establishment / micro company <sup>2</sup>	✓	✓	✓	✓	✓	
Individual membership <sup>3</sup>	✓		✓	✓		

<sup>1</sup> A small company is one having 10-50 employees

<sup>2</sup> A micro company is one with 10 or fewer staff

<sup>3</sup> Individual membership is available to individual consultants, non-affiliated individuals and similar.

Corporate membership is intended for employees of the named member company. Parent or other related companies are expected to join in their own right if employees of those companies wish to receive member benefits. Membership may be withdrawn from any member who fails to comply with this Constitution.

## Payment

The Association reserves the right to withdraw the membership of any Member whose fees have not been paid within ninety days of the due date; the Membership shall remain withdrawn until such time as they are paid.

## Organisational structure

### Executive Committee

The role of the Executive Committee is:

1. To make proposals on strategic policy, management principles and overall direction of the UK HFCA's activities, and to ensure that its Mission is fulfilled.
2. To take forward the collective views of the membership.
3. To scrutinise the secretariat team's activities in the day to day running and administration of the UK HFCA.
4. To set membership fees.

The Executive Committee is composed of:

- i. A Chair and 2 deputy-Chairs (see below)
- ii. A representative from each Executive member
- iii. Four representatives nominated from the rest of the membership (excluding individual membership)

Election to the posts in item (iii) above shall be by self-nomination and secret ballot. Elections will be held every two years. Executive Members are not eligible to vote for non-Executive members of the Committee. The Chair and deputy-Chair shall be elected from and by members of the Executive Committee. The Executive Committee will have an opportunity to meet or talk on a conference call at least quarterly.

The Chair and deputies will serve for a minimum of 1 year and a maximum of 2 years in each term, with a maximum of 2 terms (subject to re-election at the end of the first term). After a period of 2 years, an ex-chair or deputy chairs will be allowed to put themselves forward for re-election. In the event of only one nominee for election to either Chair or deputy, all members will be entitled to vote, with a requirement for at least 50% of any returned votes to be in favour for the nomination to be successful. In the absence of a 50% vote in favour, a new election will be called.

The minimum quorum for Executive Committee meetings/ conference calls shall be 50% of the total number of Executive Committee members, and should include the Chair or one of the deputy Chairs.

The aim will be to reach decisions through consensus. Where appropriate, voting will be by simple majority and the Chair will have a casting vote.

## Secretariat and Support Team

The Secretariat shall be responsible for delivering the agreed objectives, convening Executive Committee meetings and coordinating all communication activities. The Executive Committee may appoint a company or employ individuals to provide the Secretariat. Further support to the Secretariat may come from work by members and by additional contracted services as delegated or approved by the Executive Committee.

## UK HFCA Ltd

UK HFCA Ltd is a private company limited by guarantee which provides a formal structure for UK HFCA. UK HFCA Ltd has been established to ensure that all decision-making power with respect to UK HFCA Ltd resides with the Executive Committee (see above). The UK HFCA Ltd is operated according to its [Articles of Association](#).

## Membership Engagement

All members are welcome to submit ideas and suggestions of actions and objectives for the UK HFCA, as well as the overall philosophy and priorities for the Association, to the Secretariat throughout the year. These will be presented to the Executive Committee at a next suitable opportunity (e.g. meeting / conference call). When appropriate, the Executive Committee may decide on offering an additional engagement opportunity, such as a strategy workshop, survey or other initiative.

## Sub-Committees and Working Groups

Sub-committees and working groups may be formed to address issues arising. These groups do not need to be chaired by an Executive Committee Member but are subject to approval from the Executive Committee. Sub-committees or working groups will not represent the Association without the consent of the Executive Committee.

## Revision of The Constitution or Membership Conditions

Changes to the Constitution or membership conditions may be introduced subject to the approval of two thirds of the attendees at an Executive Committee meeting.