

## ICCA Rules and Regulations

- 1 **Name:-** the name of the Association is the Irish Contract Cleaning Association.
- 2 **Objects:-** the objectives for which the Association is established are:-
  - ◆ to represent member companies involved in the provision of cleaning services on a commercial basis in Ireland;
  - ◆ to seek status and prestige for the industry and public recognition of the industry's vital role;
  - ◆ to adopt a code of practice for members and, by monitoring membership and participation ,to ensure promotion of the associations objectives;
  - ◆ to assist the industry in promoting professional training and recruitment in order to raise industry standards;
  - ◆ to create a forum for the free exchange of information and experience, and networking opportunities among members through discussion, study, publications and social activities.
- 3 **Membership:** - all members will
  - ◆ be companies engaged in the provision of commercial cleaning services in Ireland;
  - ◆ agree to abide by the Association's Code of Practice;
  - ◆ have their application ratified by the Council of the Association;
  - ◆ provide a current tax clearance certificate, with their application for membership and, there-after, on an annual basis with their membership renewal;
  - ◆ pay their annual subscription by the due date.
- 4 **Code of Practice:** - The agreed code of practice is that members of the Association
  - ◆ exercise the highest professional standard of workmanship and courteous service to customers;
  - ◆ promote services with honesty and integrity;
  - ◆ conduct business within the law, practice fair trade and exhibit professional conduct;
  - ◆ share knowledge and experience with fellow members for the benefit of the industry;
  - ◆ maintain a policy of continuing education to improve expertise and to keep up with technology and advances in the industry.
- 5 **Council:-** The Council of the Association shall have at least one representative from each member company, and each member company shall have one vote.
- 6 **Officers:-** The officers of the association are:-  
Chairman  
Vice Chairman  
The Officers shall be elected at each Annual General Meeting for a period of one year, but shall, in all cases, be eligible for re-election for a second year.
- 7 **Executive Committee:-** Power is given to any General Meeting of the Association to constitute an Executive Committee. The executive committee may subsequently constitute such committees as may be found necessary or desirable to deal with specific matters, with the knowledge of the full council. The terms of reference of the executive committees and the members thereof shall be determined by the Council.

- 8 **Meetings:**-An Annual General Meeting shall be held every year and not less than 15 days written notice shall be given for the Annual General Meeting.
- 9 **Finance:** The Association shall maintain an Account to be operated in such a manner as the Members shall decide. Annual accounts shall be prepared showing the Income and Expenditure of the Association and the accounts shall be approved at the Annual General Meeting.
- 10 **Confidentiality:** All matters discussed at meetings and all correspondence with the Association are acknowledged as confidential, and the Members undertake not to divulge such information to third parties.
- 11 **Change of Rules and Regulations:-** The Rules and Regulations may be amended, abridged or extended by resolution of the Council of the Association.