

British Drilling Association - Rules

1. Values

In order for the Association to achieve its objectives, members need to share our values, which are.

- Embrace a spirit of contribution, collaboration, and accountability to bring value to membership, the Association, and the drilling industry
- To have a commitment to raising standards within the industry
- To conduct business professionally and responsibly

2. Membership

Membership is available to any registered business or institution involved in the drilling industry; both directly (conducting drilling activities) or indirectly (providing for or utilising information from drilling activities). Membership is open to organisations involved in the operation, supply, or consultancy to the drilling sector. Membership is also open to support service (such as insurance) on a non-executive basis. Every Member must adhere to the rules and constitution in order to remain a member.

2.1 Eligibility for Membership

Membership may be available to companies and individuals that satisfy the membership criteria (outlined in the Sections below) and who are associated with the ground engineering and/or ground drilling industries. This shall include:

- 2.1.1 Contractors and Sub-contractors
- 2.1.2 Manufacturers and distributors of machinery and ancillary equipment
- 2.1.3 Testing laboratories who provide chemical and physical analysis services
- 2.1.4 Suppliers and providers of materials, specialist technologies and equipment
- 2.1.5 Training and assessment providers
- 2.1.6 Consulting and Civil Engineers, Architects
- 2.1.7 Professional practise Geologists, Hydrogeologists and Hydrologists
- 2.1.8 Nationalised Industries
- 2.1.9 Government and Statutory and Local Authorities
- 2.1.10 Academics

Who may be engaged in any of the following:

- 2.1.11 Ground Investigation
- 2.1.12 Mineral Exploration and Extraction
- 2.1.13 Core Drilling
- 2.1.14 Dewatering and Water Supply Well Drilling
- 2.1.15 Closed and Open Loop Geothermal Drilling
- 2.1.16 Horizontal Directional Drilling
- 2.1.17 Geotechnical Processes such as Ground Anchors, Soil Nailing and Grouting
- 2.1.18 Piling
- 2.1.19 Any other aspect of ground engineering and/or ground drilling

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2.2 Classes & Criteria for Membership

- 2.2.1 Corporate - A qualifying trading company (Contractor, Laboratory or Supplier)
 - 2.2.1.1 Contractor - An organisation concerned in the provision of drilling services
 - 2.2.1.2 Supplier - An organisation that supplies plant, equipment, materials, or services to a contractor to enable drilling techniques to be deployed
 - 2.2.1.3 Laboratory - An organisation that provides laboratory services to drilling contractors
- 2.2.2 Consultant or Client - An organisation engaged in giving professional / expert advice but not contracted to supply ground drilling services or equipment or engaged in procuring or specifying ground drilling services but not contracting to supply such services or directly employing subcontracted drillers
- 2.2.3 Associate - A non-voting membership restricted to an individual whose knowledge or expertise can add value to the drilling industry including overseas and UK academics, where their employer is not a Corporate Member
- 2.2.4 Honorary - An individual with lifetime member of the Association as invited by the Management Committee (not fee paying, no voting rights)

2.3 Application for Membership

- 2.3.1 Applications must be submitted through the online application form.
- 2.3.2 The Application form will initially be assessed by the General Manager (or whoever is delegated to the task) who will carry out the following checks:
 - 2.3.2.1 Reference from existing BDA Member
 - 2.3.2.2 Check the company website that the application is consistent with company profile
 - 2.3.2.3 Check Companies House entry
 - 2.3.2.4 Check business carries valid and appropriate insurance
 - 2.3.2.5 Check Health and Safety Policy (if applicable)
 - 2.3.2.6 Check there are no known reasons why the applicant should be granted Membership
- 2.3.3 The General Manager will present this information to the Management Committee. In considering applications the Management Committee may review amongst other items the fidelity, trustworthiness, and financial propriety of the management of the applicant company/individual. The history of the applicant company and its officers and/or management will be considered together with any reports received about the applicant.
- 2.3.4 Votes will be cast privately by e-mail to General Manager. If any concerns are raised, the General Manager will contact the applicant and if a satisfactory response is received a summated response will be circulated to all and voting continues
- 2.3.5 If the General Manager is not satisfied with the response, then General Manager will stop the application and hold discussion with the Officer Chair/V Chair/Directors – result of discussion will be “application vote continues” or “more information requested” or “application stopped and tabled at next Main Committee Meeting”

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- 2.3.6 Where a majority of eligible voting members is received (9 no. responses in favour), specific concerns raised resolved, then the BDA General Manager can welcome the new member in the usual way and with announcements made on social media, website etc.
- 2.3.7 The BDA aims to complete Membership applications within 4 weeks of receipt.
- 2.3.8 In the event that a membership application does not receive adequate votes, the General Manager will advise the applicant company in writing of reasons why the Management Committee did not approve Membership.

2.4 BDA Audit

- 2.4.1 The BDA believes that the annual auditing of Lead Drillers is the most effective way to achieve our mission to raise standards and improve health safety. Contractor Members, or any Member who operates drilling machinery, must commit to the auditing of Lead Drillers in the drilling discipline in which they are predominantly engaged, if one exists, using the BDA Audit or other nationally recognised, externally verified, independently accredited auditing service. A minimum compliance of 60% of employed Lead Drillers must be achieved within each calendar year to retain membership, and intention to achieve 100% compliance must be demonstrated.

Membership is based upon engaging with and participating in the Audit. Members who do not demonstrate this will have their membership revoked.

2.5 Subscriptions

- 2.5.1 The Association year shall run from 1st January to 31st December
- 2.5.2 An initial payment covering the agreed subscription rate applicable to the class of member is due immediately on joining the Association. This payment covers the subscription for the Association year.
- 2.5.3 Invoices for annual membership will be issued at start of January. Renewal will be assumed, and invoicing will be automatic. Membership will commence on 1st January. Any member failing to renew their subscription by the 30 April each year will have their company membership deemed void unless the Management Committee in its discretion decide otherwise.
- 2.5.4 The amount of the subscriptions and entitlement for the following year shall be decided by the Management Committee prior to the end of the previous Association year (at F&S Sub-Committee Meet in September and confirmed at subsequent Management Meeting).
- 2.5.5 All membership rights cease with the termination of membership. At termination of membership company must remove all reference to BDA from their company web site i.e., certificates of membership and any reference to BDA in text, etc A member may terminate membership at any time. No fees will be refunded.

2.6 Membership Complaints & Misconduct

- 2.6.1 Complaints in the first instance must be made in writing to the General Manager using the Complaints and Grievance Procedure. The BDA will ensure that any complaint or dispute is investigated thoroughly, transparently and will be accountable to all parties.

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- 2.6.2 If the BDA is made aware of any instance of defamation, slander or derogatory statements being made by a Member, bringing the Association or its Membership into disrepute or if the Association has reason to believe that a member has failed to observe standards that would be expected of a responsible business, following an investigation, Membership may be revoked. The Member shall have the right of appeal, whereupon the evidence shall be reconsidered by the Officers, Directors and the General Manager and a judgement made. The results of that judgement shall be final and not subject to any other further appeal, including at law.

3. Procedures

3.1 Management

The management of the Association shall be exercised by the Management Committee, as defined in clause 4 of the Constitution.

3.2 Meetings

- 3.2.1 Annual General Meeting; A general meeting known as the Annual General Meeting must be held annually, no later than 31st July each year. The following business must be transacted:

3.2.1.1 Announcement of the results of any election carried out and the appointment of the Management Committee, the Officers and Directors for the next twelve months

3.2.1.2 Any other business of which members must have given ten days written notice to the General Manager prior to the meeting

- 3.2.2 An Extra-ordinary General Meeting may be called by a majority of the Management Committee or at the written request of not less than 30 full members of the Association. The agenda, time and venue of such a meeting must be notified in writing or email to the membership with a minimum of 14 days' notice. Every member present at a General Meeting and eligible to vote is entitled to use one vote only. In the case of equality the Chairman of the meeting shall have the casting vote. A quorum at any General Meeting shall be ten voting members.

4. Elections

At the end of their three-year period of office, elected members of the Management Committee will stand down but may be available for re-election. The General Manager will publicise the vacancies and invite nominations from the Association Membership. Each candidate must be a full member of the Association and be a registered or sponsored member from the member company, must give their signed consent to their nomination and must be proposed by a full member of the Association. The election will be carried out by electronic ballot carried out by a recognised, independent and impartial voting service. Nomination forms will be sent by email and subsequently nominations then sent to members with a voting form.

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All voting forms are to be returned not less than 10 days prior to the Annual General Meeting. The voting forms are to be counted by the voting service who will advise the General Manager of the outcome who will advise candidates of the result in writing.

When more candidates are standing for election than there are places available, the places will be awarded in descending order of the number of votes cast for the candidates.

5. Amendment of Rules

These rules may at any time be revoked, added to or altered by a resolution passed by the eligible voting members of the Management Committee and will take effect immediately. However, such revocation, addition or alteration shall be presented to the membership.

6. Dissolution

Upon dissolution of the Association any monies remaining after payment of the Association's obligations shall be equally divided amongst those fully paid-up Corporate Members.