

# UKWAS

UK WOODLAND ASSURANCE STANDARD

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## UNITED KINGDOM WOODLAND ASSURANCE STANDARD

### ASSOCIATE MEMBERSHIP RULES

#### Background

An important group of stakeholders does not meet the criteria for full membership which is restricted to representative bodies but Article 10 provides for establishing an Associate Member category.

The Associate Member category has been established so as to expand the inclusive nature of the UKWAS partnership.

Associate membership provides an opportunity for enterprises:

- to be part of the UKWAS network, attend UKWAS events, AGMs, etc
- to show their support for UKWAS through a modest financial contribution.

The benefits to the UKWAS partnership will be:

- extra critical mass for UKWAS
- a pool of expertise on which the Steering Group can draw

In accordance with the constitution, Associate members are not full members and have no voting rights. Associate member status is akin to belonging to an "UKWAS supporters' club" and there is no intention to provide "member services".

#### Eligibility

Associate membership is only open to those organisations that are not eligible for full membership under the provisions of Article 4 but are stakeholders in UKWAS such as commercial enterprises (e.g. forest management companies, processors, certification bodies, retailers and traders), societies and woodland initiatives.

*[Article 4: Membership of the Company shall be open to bodies and persons which represent the interests of the United Kingdom forestry and/or environmental communities, and bodies and persons which represent the interests of people working in woods and forests or using them for the purposes of recreation.]*

#### Application procedures

In accordance with Article 10:

- applications for membership shall be lodged with the Secretary
- eligible applications shall be considered by the Steering Group and if approved the applicant will be admitted as an Associate Member of the Company.

#### Subscriptions (2018 rates)

Level 1: commercial enterprises with a turnover of £200,000 or more - £307 per calendar year.

Level 2: commercial enterprises with a turnover of less than £200,000, societies and woodland initiatives - £124 per calendar year.

Members shall not be eligible for any reimbursement of the annual subscription in the event of the termination of membership for whatever reason.

## FORM OF APPLICATION FOR ASSOCIATE MEMBERSHIP

For help with completing this form please refer to the attached information sheet.

### 1. ORGANISATION TYPE

Please tick one of the following which best describes your organisation.

- |                     |                          |                            |                          |
|---------------------|--------------------------|----------------------------|--------------------------|
| Certification body  | <input type="checkbox"/> | Society                    | <input type="checkbox"/> |
| Woodland initiative | <input type="checkbox"/> | Forest management business | <input type="checkbox"/> |
| Timber processor    | <input type="checkbox"/> | Timber product retailer    | <input type="checkbox"/> |
| Timber trader       | <input type="checkbox"/> | Other (specify.....)       | <input type="checkbox"/> |

*Please complete in BLOCK LETTERS*

### 2. ORGANISATION DETAILS

OFFICIAL ORGANISATION NAME .....

TRADING NAME (if different).....

ADDRESS .....

.....

POST CODE .....

BUSINESS TEL No ..... MOBILE TEL No.....

EMAIL ADDRESS ..... WEBSITE ADDRESS .....

CONTACT PERSON .....

GOODS OR SERVICES PROVIDED .....

INTEREST IN FOREST CERTIFICATION .....

.....

.....

SUBSCRIPTION LEVEL APPLIED FOR (see attached information sheet) .....

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### 3. DECLARATION

By signing this document:

- I confirm I have read the “Uses of Data” section on the attached information sheet and agree that the information I have provided in this document may be processed and disclosed in the ways described.
- I commit to supporting the implementation and future development of the United Kingdom Woodland Assurance Standard.

Signed ..... Date .....

**Please return to the Membership Secretary:**

UKWAS, 59 George Street, Edinburgh, EH2 2JG

Tel: 0131 240 1419

[ukwas@ukwas.org.uk](mailto:ukwas@ukwas.org.uk)

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### FOR OFFICE USE ONLY

Date application received

Date invoiced

Date approved by  
Steering Group

Subscription paid

Membership  
number

## INFORMATION SHEET – ASSOCIATE MEMBERS

### 1. UKWAS MEMBERS

For information on organisations that are currently Members or Associate Members of UKWAS visit [www.ukwas.org.uk](http://www.ukwas.org.uk) or contact the UKWAS Support Unit.

### 2. ORGANISATION DETAILS

We require details of an organisation's income and its interest in certification in order to calculate the appropriate annual membership subscription.

The UKWAS subscription year runs from 1<sup>st</sup> January to 31<sup>st</sup> December. Applicants who apply for membership between 1<sup>st</sup> January and 30<sup>th</sup> June are required to pay the full subscription, while those applying between 1<sup>st</sup> July and 30<sup>th</sup> November are required to pay half of the applicable subscription rate. Those applying after 30<sup>th</sup> November are deemed paid up for the following year.

#### Annual Associate Membership Subscription (2020 rates)

Level 1 - £323	Commercial enterprises with a turnover of £200,000 or more.
Level 2 - £130	Commercial enterprises with a turnover of less than £200,000, societies and woodland initiatives.

If you are unsure which category is applicable to you, then please contact the UKWAS Support Unit.

Your application will be considered by the UKWAS Steering Group and if your application is approved you will be notified and invoiced for the appropriate membership subscription.

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## Uses of Data

### A SERVICE OF QUALITY

We place great importance on our membership service and aim to meet expectations on every occasion. To achieve this aim we need accurate personal information on all of our members.

Under the Data Protection Act we have a legal obligation to ensure that all information held and processed about our members complies with the principles of the Act.

The act requires all personal information to be treated in the strictest confidence and to be used only for purposes of which you are aware.

We treat all the information held as private and confidential, other than in four exceptional cases permitted by law. These are:

- Where we are legally compelled to do so;
- A duty to the public to disclose;
- Where disclosure is required to protect our interests;
- Where disclosure is made at your own request.

### USING YOUR PERSONAL INFORMATION

#### Membership Database

Your details will be used to provide an internal membership database. You can view and amend any of the details we hold on this database at any time by contacting the UKWAS Support Unit.

### THE DETAILS WE HOLD

These uses of your personal information are covered by our notification under the Data Protection Act.

Under the terms of the Act, you have the right to obtain a copy of the information we hold about you. Please do not hesitate to contact us at any time.

UKWAS actively reviews your personal information keeping the records as up to date as possible. Please help us by ensuring that you inform us about any material changes to your registered details.