



# Membership Information **2023**



*Window Film Association of  
Australia & New Zealand*

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## Obligations of WFAANZ Members

1. Every WFAANZ member will:
  - a) Accept the Code of Practice in its entirety.
  - b) Ensure compliance with the Code by all staff members employed.
  - c) At all times act in a manner which does not conflict with the best interests of the public, and will conduct his business and carry out his duties in accordance with strict professional courtesy and integrity.
  - d) Be well informed regarding the laws applicable to his business and duties, other essential facts and public policies which affect such business and duties and will duly comply with all requirements thereof.
  - e) At all times conduct his business and perform his duties in free competition with his fellows, and will refrain from unjustly criticising the actions or damaging the reputation of his competitors who are WFAANZ members, whether directly or by implication.
2. A WFAANZ member will not install film which has a visible light transmission and/or reflectivity outside the limits as recommended by the WFAANZ.
3. A WFAANZ member will ensure, so far as may be practicable, that a manufacturer, supplier or sub-contractor will not jeopardize the WFAANZ member's ability to fulfil his obligations under the Code.
4. A WFAANZ member will, where it is reasonable for him to do so, having regard to the type of business in which he is engaged, undertake a responsibility in training skilled trades people required by the window film industry.
5. A WFAANZ member will use such WFAANZ identification material as is authorized by the WFAANZ and only in the manner authorized by the WFAANZ.
6. Advertisements, editorial or any other published material issued by WFAANZ members must be readily understood by the consumer and be in no way misleading.
7. No WFAANZ member will make any claim regarding the performance, life or benefit of any product that:
  - a) Cannot be sustained by a recognised independent authority, or:
  - b) Has not been derived from test methods recognised as standards by WFAANZ and interpreted in accordance with the formulae also recognised as standard by the WFAANZ.
8. General claims on solar and safety performance will comply with Clause 7, subsections A and B and such Australasian Standards that may be applicable.
9. Any product that has been subject to any change in specification and / or manufacture which could affect its performance or life must be re-tested by a recognised independent testing authority.
10. WERS For Film Accredited Individuals must comply with WERS For Film rules and regulations, as stipulated in the WERS For Film procedural document. WERS For Film certificates must only be issued by financial, current WERS For Film Accredited Individuals.

## Code of Ethics

*All WFAANZ members and employees hereby pledge to:*

- Provide our customers with high quality products and workmanship while building trust and respect for our industry.
- Conduct business in a fair and ethical manner while maintaining a professional attitude toward the competition.
- Sell and install products which meet established guidelines for safety, quality and performance.
- Adhere to the laws and standards of communities in which we operate.
- Represent the window film industry as an informed, responsible business association eager to give customer service and satisfaction.
- Appreciate the free enterprise system and promise to conduct business as a fair competitor while meeting our obligations as an industry member.
- Treat our customers, employees and competitors with dignity and a cooperative attitude.
- Educate by sharing knowledge of the benefits of window film as an energy conservation product available to all.
- Support the industry by attending meetings and seminars sponsored by those helping us to become better informed on our products.
- Contribute our time, talent and financial support in helping this organisation which is dedicated to protecting our livelihood.
- Never misrepresent WFAANZ membership status or involvement in WERS For Film through illegal use or reproduction of logos, certificates or branded materials. Use only approved versions of WFAANZ and WERS For Film logos, and only then with the authority and approval of WFAANZ.

## Code of Practice

### **PART I:**

#### **1. NAME**

- 1.1 The name of the Incorporated Association shall be the Window Film Association of Australia and New Zealand Inc. hereinafter referred to as “the Association”.
- 1.2 The Association shall be incorporated in the State of New South Wales.

#### **2. INTERPRETATION**

- 2.1 In these Rules, except in so far as the context or subject matter otherwise indicates or requires:-
  - “Annual General Meeting” means a General Meeting of the Association as described in Part IV;
  - “Executive Committee” means the Committee as described in Part III;
  - “Fees” includes subscriptions, levies, interest, costs, fees or other charges levied upon members as a condition of membership;
  - “Financial Member” means a member who has paid all amounts due by way of fees and subscription to the Association;
  - “Financial Year” means the year ending on Thirtieth June;
  - “Member” means a member of the Association and where applicable includes the representative of a corporate or partnership member appointed pursuant to these Rules;
  - “Regulations” means the Regulations under the Associations Incorporation Regulations, 1985 (NSW);
  - “Public Officer” means the person who is for the time being the Public Officer of the Association;
  - “Secretary” means –
    - (a) the person holding office under these Rules as Secretary of the Association; or
    - (b) where no such person holds that office – the Public Officer of the Association;
  - “Special General Meeting” means a General Meeting of WFAANZ other than the Annual General Meeting;
  - “State” means New Zealand or a State or Territory of the Commonwealth of Australia;
  - “The Act” means the Associations Incorporation Act, 1984 (NSW);
  - “The Regulations” means the Associations Incorporation Regulations, 1985 (NSW);
- 2.2 In these Rules –
  - (a) a reference to a function includes a reference to a power, authority and duty; and
  - (b) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of that duty.
- 2.3 The provision of the Interpretation Act, 1897 (NSW), apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.
- 2.4 A reference in these Rules to a “Member” shall mean and include a natural person or a firm or company as the context may require or where the Member is a firm or company then the reference is to the duly appointed representative of such firm or company where the context so requires. Only a natural person shall be capable of holding office but in doing so shall be deemed the representative of the Member if the latter be a firm or company.

### **3. OBJECTIVES**

3.1 The objects of the Association shall be:-

- (a) To influence the Federal and State Government of Australia to enact statutes and statutory regulations and to enforce the same which both protect the public when dealing with the window film industry and are fair and equitable to those engaged in that industry.
- (b) To educate, motivate and professionalize those engaged in the window film industry and maintain and enhance a professional image in the public mind.
- (c) To influence favourably public opinion by collecting, collating and disseminating information on the benefits of window film products and related services.
- (d) To influence and encourage energy resources companies, authorities and other entities to promote the use of solar control window film.
- (e) To standardize test methods, nomenclature and specification data regarding window film products.
- (f) To collect, collate, disseminate and share with other interested parties marketing data.
- (g) To interact with, co-operate, work with and influence other industries and organisations promoting window film products.
- (h) To take a proactive role in matters connected with Standards Australia and International Standards Associations.
- (i) To purchase, sell, lease, hire or otherwise acquire or dispose of any real or personal property for the purposes of the Association.
- (j) To borrow or raise money with or without security for the purposes of the Association.
- (k) To build, maintain and improve any building or other property for the purposes of the Association.
- (l) To invest, deal with and handle monies of the Association in such manner as the Association may determine and as is consistent with these objects.
- (m) To develop training programs that will assist in the development of its members and the industry as a whole.
- (n) To encourage its membership to support change and direction of the Association.
- (o) To do all such acts as are or may be conducive to the attainment of the objects of the Association.

### **4. RULES**

4.1 The Rules of the Association shall define the existence and operations of the Association.

4.2 The authority of the Association provided in its Rules shall extend to, and be recognised by, all members.

4.3 In accordance with the Act, no alteration, addition or repeal shall be made to these Rules except:

- (a) At an Annual General Meeting, provided that the notice of the Meeting sets out in full the proposed alteration, addition or repeal which shall have been signed by the proposer and seconder.
- (b) At a Special General Meeting called for that purpose provided that the notice of the Meeting (minimum twenty-one (21) days) sets out in full the proposed alteration, addition or repeal which shall have been signed by the proposer and seconder.
- (c) Such motions, or any part thereof, shall be of no effect unless agreed to by not less than seventy-five percent (75%) of the members and proxies present and entitled to vote at the Meeting.

## **PART II:**

### **5. MEMBERSHIP QUALIFICATIONS**

- 5.1 The Membership of the Association shall consist of “Distributor Members” and “Associate Members”;
- 5.2 A person, firm or company is qualified to be a Distributor Member whose part or sole business is as a Wholesale Distributor of Window Film and has paid his/her/its subscription for the current year. This includes the importation of window film for the purpose of wholesaling. A person, firm or company whose part or sole business is the wholesaling of window film without importation shall be classified as a Distributor member unless the majority of the products they are wholesaling are being imported by a current Distributor Member, in which case they shall be classified as an Associate Member. A Distributor Member shall be entitled to a minimum of one (1) and a maximum of two (2) representatives on the Executive Committee;
- 5.3 A person, firm or company is qualified to be an Associate Member of the Association if he/she/it is an owner or operator of a window film business, meets the provision within clause 5.2 and has paid his/her/its subscription for the current year. An Associate Member shall be entitled to speak and be heard at all General Meetings of the Association but shall only be entitled to hold an office in the Association or in any Committee or sub-Committee thereof if invited to do so by the Executive Committee.

### **6. REGISTER OF MEMBERS**

- 6.1 The Public Officer of the Association shall establish and maintain a Register of all Members of the Association specifying the name and address of each person who is a Member of the Association together with the date on which the person became a Member.
- 6.2 The Public Officer of the Association shall establish and maintain a Register of the natural persons who are representatives of such Members as are Companies or Partnerships recording and/or facsimile names, addresses, telephone and/or facsimile numbers and the principal represented.
- 6.3 The Register of Members shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any Member of the Association at any reasonable hour.

### **7. MEMBERSHIP**

- 7.1 Unless otherwise terminated as provided for in these Rules, membership of the Association shall be for the terms or periods as follows:
- (a) All Members shall have continuous membership from the time the Association accepts their membership until such member withdraws, resigns, is ejected or becomes un-financial as defined in Rule 0.
  - (b) The Executive Committee shall have membership from the time of their election or appointment until the end of the Annual General Meeting of the Association.
  - (c) Persons elected or appointed to any other office or position shall have membership in accordance with the terms of their election or appointment.
  - (d) A person who applies and is approved for membership as provided in these Rules is eligible to be a member of the Association on the payment of the membership fee under these Rules.
  - (e) Members fees shall be payable annually on the first day of the financial year.
- 7.2 A right, privilege or obligation which a person has by reason of being an Ordinary Member of the Association –
- (a) is not capable of being transferred or transmitted to another person unless agreed to by the Executive Committee; and
  - (b) terminates upon cessation of the person’s Membership.

## **8. NOMINATION FOR MEMBERSHIP**

- 8.1 A nomination of a person for Membership of the Association -
- (a) shall be made by a Distributor Member or an Ordinary Member of the Association in writing in the form set out at the end of this document; and
  - (b) shall be lodged with the Secretary of the Association.
- 8.2 As soon as practicable after receiving a nomination for Membership, the Secretary shall refer the nomination to the Executive Committee which shall determine whether to approve the nomination.
- 8.3 Where the Executive Committee determines to approve a nomination for Membership, the Secretary shall, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay within the period of twenty eight (28) days after receipt by the nominee of the notification the applicable sum payable under these Rules by a Member as entrance fee and annual subscription.
- 8.4 The Secretary shall, on payment by the nominee of the amounts referred to in Rule 8.3 within the period referred to in that Rule, enter the nominee's name in the register of Members and, upon the name being so entered, the nominee becomes a Member of the Association.

## **9. CESSATION OF MEMBERSHIP**

- 9.1 A person ceases to be a Member of the Association if the person –
- (a) dies; or
  - (b) resigns that Membership; or
  - (c) is expelled from the Association; or
  - (d) is declared bankrupt or being a company has a Liquidator or Receiver appointed; or
  - (e) does not renew membership subscription.
- 9.2 A Member of the Association is not entitled to resign that Membership except in accordance with this Rule.
- 9.3 A Member of the Association who has paid all amounts payable by the Member to the Association in respect of the Member's Membership may resign from Membership of the Association by first giving notice (being not less the one (1) month or not less than such a period as the Executive Committee may determine) in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.
- 9.4 Where a Member of the Association ceases to be a Member pursuant to Rule 9.3 and in every other case where a Member ceases to hold Membership, the Secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

## **10. FEES AND SUBSCRIPTIONS**

- 10.1 The fees for each class of membership shall be such amounts as the Executive Committee shall determine from time to time.
- 10.2 From time to time, the Distributor Members may be required to contribute an additional amount to support a particular project. Should this occur, the amount can be apportioned equally or by other means as agreed to by the Executive Committee.
- 10.3 An Ordinary Member of the Association shall, upon admission to Membership, pay to the Association the Annual Membership fee as specified by the Executive Committee.

## **11. MEMBERS OBLIGATIONS AND LIABILITIES**

- 11.1 A member of the Association must adhere to these rules and the Association's code of practice at all times.
- 11.2 A member of the Association must display their membership of the Association on all public documents, at its registered business address and on any web site.



- 11.3 The liability of a Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the Member in respect of Membership of the Association as required by Rule 36.

## **12. DISCIPLINING OF MEMBERS**

- 12.1 Where the Executive Committee is of the opinion that a Member of the Association -
- (a) has persistently refused or neglected to comply with a provision or provisions of these Rules or Code of Conduct; or
  - (b) has persistently and wilfully acted in a manner prejudicial to the interests of the Association,
- 12.2 The Executive Committee may, subject to giving the Member three (3) written warnings along with an opportunity to be heard or make a written submission, by a majority Committee vote –
- (a) expel the Member from the Association; or
  - (b) write to the Member seeking rectification of any breach of these rules or code of conduct; or
  - (c) suspend the Member from the Membership of the Association for a specific period.
- 12.3 Where the Executive Committee passes a Resolution under Rule 12.2, the Secretary shall, as soon as practicable, cause a Notice in writing to be served on the Member -
- (a) setting out the decision of the Committee and the grounds on which it is based;
  - (b) stating that the Member may address the Executive Committee at the next scheduled Executive Committee meeting ;
  - (c) stating the date, place and time of that Meeting; and
  - (d) informing the Member that the Member may do either or both of the following -
    - (i) attend and speak at the Meeting; and/or
    - (ii) submit to the Executive Committee at or prior to the date of that Meeting written representations relating to the Decision.
- 12.4 At the Meeting of the Executive Committee held, the Executive Committee shall -
- (a) give to the Member an opportunity to make oral representation;
  - (b) give due consideration to any written representations submitted to the Executive Committee by the Member at or prior to the Meeting; and
  - (c) by unanimous vote determine whether to confirm or to revoke the decision.
- 12.5 Where the Executive Committee confirms a decision under Rule 12.4, the Secretary shall, within seven (7) days after that confirmation, by notice in writing inform the Member of the fact.

## **13. RESIGNATION OF MEMBERSHIP**

- 13.1 A Member of the Association is not entitled to resign that Membership except in accordance with this Rule.
- 13.2 A Member of the Association who has paid all amounts payable by the Member to the Association in respect of the Member's Membership may resign from Membership of the Association by first giving notice (being not less the one (1) month or not less than such a period as the Executive Committee may determine) in writing to the Secretary of the Member's intention to resign and, upon the expiration of the period of notice, the Member ceases to be a Member.
- 13.3 Where a Member of the Association ceases to be a Member pursuant to Rule 13.2, and in every other case where a Member ceases to hold Membership, the Secretary shall make an appropriate entry in the register of Members recording the date on which the Member ceased to be a Member.

### **PART III:**

#### **14. THE EXECUTIVE COMMITTEE**

- 14.1 The Executive Committee and, subject to the Act, the Regulations and these Rules and to any Resolution passed by the Association in a General Meeting:
- (a) shall control and manage the affairs of the Association;
  - (b) may exercise all such functions as may be exercised by the Association other than those functions that are required by these Rules to be exercised by a General Meeting of Members of the Association; and
  - (c) has power to perform all such acts and do all such things as appear to the Executive Committee to be necessary or desirable for the proper management of the affairs of the Association.
- 14.2 The Committee shall consist of –
- (a) the office-bearers of the Association; and
  - (b) a maximum of eight (8) Ordinary Members, each of whom shall be elected at the Annual General Meeting of the Association pursuant to Rule 0 and subject to this Rule.
  - (c) a minimum of one (1) and maximum of two (2) representatives from each of the Distributor Members.
- 14.3 The office-bearers of the Association shall be –
- (a) the President;
  - (b) a maximum of two (2) Vice-Presidents;
  - (c) Secretary;
  - (d) Treasurer.
  - (e) Public Officer
- 14.4 Each Member of the Executive Committee shall, subject to these Rules, hold office until the conclusion of the Annual General Meeting following the date of the Member's election, but is eligible for re-election.
- 14.5 In the event of a casual vacancy occurring in the Membership of the Executive Committee, the Executive Committee may appoint a Member of the Association to fill the vacancy and the Member so appointed shall hold office, subject to these Rules, until the conclusion of the AGM next following the date of the appointment.
- 14.6 A person shall cease to be an Officer on:
- (a) Death;
  - (b) Removal from the Committee.
  - (c) Resignation, in writing, to the Secretary;
  - (d) Ceasing to be a Member of the Association.

#### **15. ELECTION TO THE EXECUTIVE COMMITTEE**

- 15.1 Nominations of candidates for elections as office-bearers of the Association and as members of the Executive Committee shall be received at the AGM.
- 15.2 If insufficient further nominations are received any vacant positions remaining on the Executive Committee shall be deemed to be casual vacancies.
- 15.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 15.4 If a number of nominations received exceed the number of vacancies to be filled, a ballot shall be held.
- 15.5 The ballot for the election of office-bearers and members of the Committee shall be conducted at the Annual General Meeting in such usual and proper manner as the Executive Committee may direct.
- 15.6 A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for election to another office at the same election.
- 15.7 The President and Vice-President shall not hold office for more than two (2) consecutive years.
- 15.8 Unless other wise agreed by the Executive Committee, the Vice President will automatically

- be the incumbent President in the following year.
- 15.9 Should there be insufficient representation from member groups on the Executive Committee to fill the roles of President and Vice President then neither role may be held by any one person for more than four consecutive years.
- 15.10 Where there are (2) two Vice Presidents, a vote must be taken to determine the new President, unless one (1) of the Vice Presidents agrees to stand aside
- 15.11 In the event that the Executive Committee deems it necessary, it has the power to engage by contract or otherwise, any person or persons to perform the functions of President should the Executive Committee determine that those roles not be able to be filled in accordance with the corresponding rules 15.2 – 15.9.

## **16. THE PRESIDENT AND VICE-PRESIDENT**

- 16.1 The President shall act as the Chief Executive Officer of the Association:
- (a) be the official representative of the Association at any function to which the Association is invited or requested to be represented;
  - (b) manage and direct the day to day business of the Association and supervise the work of the Officers of the Association'
  - (c) be the chairperson of the Meetings of the Association and Executive Committee;
  - (d) have the casting vote where voting is tied at a Meeting but otherwise not vote.
- 16.2 The Vice-President shall assume the powers, duties and responsibilities of the President in his absence.

## **17. SECRETARY**

- 17.1 It is the duty of the Secretary to keep Minutes of -
- (a) all appointments of office-bearers and Members of the Executive Committee;
  - (b) the names of Members of the Executive Committee present at the Executive Committee Meeting or a General Meeting; and
  - (c) all proceedings at Executive Committee Meetings and General Meetings.
- 17.2 Minutes of proceedings at a Meeting shall be signed by the chairperson of the Meeting or by the chairperson of the next succeeding Meeting.
- 17.3 Keep proper files and records of the Association's correspondence, reports and other documents.
- 17.4 Receive and distribute, within approved procedures, correspondence and reports requiring actions or decisions from Members;
- 17.5 Maintain as current the Register of Members.

## **18. TREASURER**

- 18.1 It is the duty of the Treasurer of the Association to ensure that –
- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
  - (b) correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.

## **19. PUBLIC OFFICER**

- 19.1 The obligations of the Public Officer under the Act are:
- (a) to notify the Registrar of his appointment within fourteen (14) days;
  - (b) to notify of his/her change of address within fourteen (14) days;
  - (c) to notify of alterations to these Rules within twenty-eight (28) days;
  - (d) to make application for approval of a change of name within the prescribed time.

**20. CASUAL VACANCIES**

- 20.1 For the purpose of these Rules, a casual vacancy in the office of a Member of the Executive Committee occurs if the Member -
- (a) dies;
  - (b) ceases to be a Member of the Association;
  - (c) becomes an insolvent under the administration within the meaning of the Companies Code of all states & territories of Australia;
  - (d) resigns office by notice in writing given to the Secretary
  - (e) is removed from office
  - (f) being a natural person becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health or bankruptcy.
  - (g) is absent without the consent of the Executive Committee from all Meetings of the Executive Committee held during a period of six (6) months.

**21. REMOVAL FROM THE EXECUTIVE COMMITTEE**

- 21.1 The Association in a General Meeting may by Resolution remove any Member of the Executive Committee from the Office of Member before the expiration of the Member's term of office and may by Resolution appoint another person to hold office until the expiration of the term of office of the Member so removed.
- 21.2 Where a Member of the Executive Committee to whom a proposed Resolution referred to in a Rule 21.1 relates, makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representation be notified to the Members of the Association, the Secretary or the President may send a copy of the representations to each Member of the Association or, if they are not so sent, the Member is entitled to require that the representation be read out at the Meeting at which the Resolution is considered.

**22. EXECUTIVE COMMITTEE MEETINGS**

- 22.1 The Executive Committee shall meet at least twice in each period of twelve (12) months at such a place and time as the Executive Committee may determine.
- 22.2 Additional Meetings of the Executive Committee may be convened by the President or by any Member of the Executive Committee.
- 22.3 Oral or written notice of a Meeting of Executive Committee shall be given by the Secretary to each Member of the Executive Committee at least forty eight (48) hours (or such other period as may be unanimously agreed upon by the Executive Committee) before the time appointed for the holding of the Meeting.
- 22.4 Notice of Meeting given under Rule 22.3 shall specify the general nature of the business to be transacted at the Meeting and no business other than that business shall be transacted at the Meeting, except business which the Executive Committee Members present at the Meeting unanimously agree to treat a urgent business.
- 22.5 Any four (4) Members of the Committee constitute a quorum for the transaction of the business of a Meeting of the Executive Committee, which can be either in person, by telephone conference call, video link or any other form of communication which allows all parties to communicate
- 22.6 No business shall be transacted by the Executive Committee unless a quorum is present and if within half an hour of the time appointed for the Meeting a quorum is not present, the Meeting stands adjourned to the same place and at the same time of the same day in the following week.
- 22.7 If at the adjourned Meeting a quorum is not present within half an hour of the time appointed for the meeting, the Meeting shall be dissolved.

- 22.8 At a Meeting of the Executive Committee: -
- (a) the President or, in the President's absence, the Vice-President shall preside; or
  - (b) if the President and the Vice-President are absent or unwilling to act, such one of the remaining Members of the Executive Committee as may be chosen by the Members present at the Meeting shall preside.
- 22.9 Any Member of the Executive Committee may appoint an alternate to attend in his stead any Meeting of the Executive Committee but such alternate must be a Director, a Permanent employee or a partner of the Member.
- 22.10 Elected members of the Executive Committee shall be required at least twice in each period of twelve (12) months to attend meetings in person or be represented by proxy (subject to Rule 22.9). Failure to do so may result in the position being forfeited at the discretion of the remaining Committee members meeting the requirements of a quorum (subject to rule 29.1 and 29.2).

### **23. SUB-COMMITTEES**

- 23.1 The Executive Committee may, by instrument in writing, delegate to one or more Sub-Committees (consisting of such Member or Members of the Association as the Executive Committee thinks fit) the exercise of such of the functions of the Executive Committee as are specified in the instrument, other than –
- (a) the power of delegation; and
  - (b) a function which is a duty imposed on the Executive Committee by the Act or by any other Law.
- 23.2 A function the exercise of which has been delegated to a Sub-Committee under this Rule may, while the delegation remains unrevoked, be exercised from time to time by the Sub-Committee in accordance with the terms of the delegation.
- 23.3 A delegation under this section may be made subject to such conditions of limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- 23.4 Notwithstanding any delegation under this Rule, the Executive Committee may continue to exercise any function delegated.
- 23.5 Any act or thing done or suffered by a Sub-Committee acting in the exercise of a delegation under this Rule has the same force and effect as it would have if it had been done or suffered by the Executive Committee.
- 23.6 The Executive Committee may, by instrument in writing, revoke wholly or in part any delegation under this Rule.
- 23.7 A Sub-Committee may meet and adjourn as it thinks proper.

### **24. VOTING AT EXECUTIVE COMMITTEE MEETINGS**

- 24.1 Questions arising at a Meeting of the Executive Committee or of any Sub-Committee appointed by the Executive Committee shall be determined (subject to Rule 23.2 hereof) by a majority of the votes of Members of the Executive Committee or Sub-Committee present at the Meeting.
- 24.2 Only Members of the Executive Committee are allowed to vote at any Executive Committee or Sub-Committee Meeting.
- 24.3 Each Member present at the Meeting of the Executive Committee or of any Sub-Committee appointed by the Executive Committee is entitled to one vote but, in the event of an equality of votes on any question, the person presiding shall not exercise a casting vote.
- 24.4 Subject to Rule 22.5, the Executive Committee may act notwithstanding any vacancy on the Executive Committee.
- 24.5 Any act or thing done or suffered, or purporting to have been done or suffered, by the Executive Committee or by a Sub-Committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any Member of the Executive Committee or Sub-Committee.

## **PART IV:**

### **25. ELECTIONS**

- 25.1 The notice of calling the Annual General Meeting shall include a call for written nominations for the positions of Executive Committee members whose term of office expires at the Meeting.
- 25.2 Neither the proposer nor seconder of a nomination may be the nominee.
- 25.3 A nomination shall not be accepted without the nominee indicating, in writing, acceptance of the nomination.
- 25.4 If the number of nominations accepted does not exceed the number of positions vacant, the Chairperson, shall:
- (a) give the Meeting the opportunity to propose that any or all of the nominees not be elected;
  - (b) if a resolution that any or all of the nominees not be elected is carried:
    - (i) further nominations shall be called for from all Members in writing; and
    - (ii) a poll by mail, email or other means deemed appropriate by the Executive Committee, of all Members arranged at the earliest convenient time to determine the election;
  - (c) if no such resolution is made, declare the nominees elected;
- 25.5 If there are more nominees than vacancies for an office the election shall be determined by a vote at the Annual General Meeting.
- 25.6 In the event that two or more nominees receive an equal number of votes, the Chairperson shall, if it is necessary, draw lots between the nominees to determine which of them is elected.
- 25.7 If insufficient nominations are received then the unfilled positions shall be deemed a casual vacancy and filled by the Executive Committee.

### **26. ANNUAL GENERAL MEETINGS**

- 26.1 The Association shall at least once in each calendar year convene an Annual General Meeting of its Members.
- 26.2 The Executive Committee may determine the date, time and place of the Annual General Meeting of the Association.
- 26.3 The Annual General Meeting of the Association shall, subject to the Act and to Rule 0, be convened on such date and at such place and time as the Executive Committee thinks fit.
- 26.4 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting shall be -
- (a) to confirm the Minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that Meeting;
  - (b) to receive from the Executive Committee reports upon the activities of the Association during the last preceding financial year;
  - (c) to elect office-bearers of the Association and members of the Executive Committee; and to receive and consider the statement which is required to be submitted to Members pursuant to Section 26(6) of the Act.
- 26.5 An Annual General Meeting shall be specified as such in the notice convening it.

### **27. SPECIAL GENERAL MEETING**

- 27.1 The Executive Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 27.2 The Executive Committee shall, on the requisition in writing of not less than twenty per cent (20%) of the total number of Members, convene a Special General Meeting of the Association.

- 27.3 A requisition of Members for a Special General Meeting -
- (a) shall state the purpose or purposes of the Meeting;
  - (b) shall be signed by the Members making the requisition;
  - (c) shall be lodged with the Secretary; and
  - (d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- 27.4 If the Executive Committee fails to convene a Special General Meeting to be held within one (1) month after the date on which a requisition of Members is lodged with the Secretary, any one or more of the Members who made the requisition may convene a Special General Meeting to be held not later than three (3) months after that date.
- 27.5 A Special General Meeting convened by a Member or Members as referred to in a Rule 27.4 shall be convened as nearly as is practicable in the same manner as General Meetings are convened by the Executive Committee.

**28. PRESIDING MEMBER**

- 28.1 The President or, in the President's absence, the Vice-President, shall preside as chairperson at each General Meeting of the Association.
- 28.2 If the President, or in the President's absence the Vice-President, are absent from a General Meeting or unwilling to act, the Members present shall elect one of their number to preside as chairperson at the Meeting.

**29. QUORUM**

- 29.1 No item of business shall be transacted at a General Meeting unless a quorum of Members entitled under these rules to vote is present during the time the Meeting is considering that item.
- 29.2 A minimum of three (3) Distributor Members of the Committee and a minimum of one (1) Ordinary Member of the Committee who are present in person (being Members entitled under these Rules to vote at a General Meeting) constitutes a quorum for the transaction of the Business of a General Meeting.
- 29.3 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the Meeting convened upon the requisition of Members shall be dissolved and in any other case shall stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the Meeting or communicated by written notice to Members given before the day to which the Meeting is adjourned) at the same place.
- 29.4 If at the adjourned Meeting a quorum is not present within half an hour after the time appointed for the commencement of the Meeting, the Executive Committee Members present, being not less than three (3) shall constitute the quorum.

**30. PROXIES**

- 30.1 Each Member shall be entitled to appoint another Member as proxy by notice given to the Secretary no later than twenty four (24) hours before the time of the Meeting in respect of which the proxy is appointed.
- 30.2 The form appointing the proxy is available at the end of this document.

**31. VOTING**

- 31.1 Ordinary Members, Distributor Members and the Public Officer shall be entitled to vote at Meetings.
- 31.2 Upon any question arising at a General Meeting of the Association an Ordinary Member has one (1) vote only.
- 31.3 All votes shall be given personally or by proxy but no Member may hold more than two (2) proxies.
- 31.4 In the case of an equality of votes on a question at a General Meeting, the Chairperson of the Meeting is not entitled to exercise a second or casting vote.

- 31.5 A Member or proxy is not entitled to vote at any General Meeting of the Association unless all money due and payable by the Member or proxy to the Association has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- 31.6 Voting shall be by show of hands, unless a division or a ballot is requested by any Member.
- 31.7 Each motion or resolution shall be decided by a majority of votes, unless otherwise specified in the Rules.
- 31.8 The President shall not vote except to make the casting vote if the vote is tied.
- 31.9 A question arising at a General Meeting of the Association shall, subject to Rule 33.1, be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a Resolution has, on a show of hands, been carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the Association, is evidence of the fact without proof of the favour of or against that Resolution.
- 31.10 At a General Meeting of the Association, a poll may be demanded by the Chairperson or by not less than three (3) Members present in person or by proxy at the Meeting.
- 31.11 Where a poll is demanded at a General Meeting, the poll shall be taken-
- (a) immediately in the case of a poll which relates to the election of the Chairperson of the Meeting or to the question of an adjournment; or
  - (b) in any other case, in such manner and at such time before the close of the Meeting as the Chairperson directs, and the Resolution of the poll on the matter shall be deemed to be the Resolution of the Meeting on that matter.

## **32. NOTICE**

- 32.1 Except where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Association, the Secretary shall, at least fourteen (14) days before the date fixed for the holding of the General Meeting, cause to be sent to each Member at the Member's address appearing in the register of Members, a notice specifying the place, date and time of the Meeting and the nature of the business proposed to be transacted at the Meeting.
- 32.2 Where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution of the Association, the Secretary shall, at least twenty one (21) days before the date fixed for the holding of the General Meeting, cause notice to be sent to each Member in the manner provided in Rule 26.1 specifying, in addition to the manner required in Rule 26.1, the intention to proposed the Resolution as a Special Resolution.
- 32.3 No business other than that specified in the notice convening the General Meeting shall be transacted at the Meeting except, in the case of Annual General Meeting, business which may be transacted pursuant to Rule 26.4.
- 32.4 A Member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who shall include that business in that next notice calling a General Meeting given after receipt of the notice from the Member.
- 32.5 For the purpose of these Rules, a notice may be served by or on behalf of the Association upon any Member either personally or by sending it by post to the Member at the Member's address shown in the register of Members.
- 32.6 Where a document is sent to a person by properly addressing, prepaying and posting to the person a letter containing the document, the document shall, unless the contrary is proved, be deemed served on the purposes of these Rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.



**33. ADJOURNMENT**

- 33.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of Members present at the Meeting, adjourn the Meeting from time to time and place to place, but no business shall be transacted at an adjourned Meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 33.2 Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary shall give written or oral notice of the adjourned Meeting to each Member of the Association stating the place, date and time of the Meeting and the nature of the business to be transacted at the Meeting.
- 33.3 Except as provided in Rules 33.1 and 33.2, notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned Meeting is not required to be given.

**34. SPECIAL RESOLUTION**

- 34.1 A resolution of the Association is a Special Resolution if –
- (a) It is passed by a majority which comprises not less than three-quarters (3/4) of such Members of the Association as, being entitled under these rules so to do, vote in person or by proxy at a General Meeting of which not less than twenty one (21) days written notice specifying the intention to propose the Resolution as a Special Resolution was given in accordance with these Rules; or
  - (b) Where it is made to appear to the Commission that it is not possible or practicable for the Resolution to be passed in the manner specified in paragraph (a) – the Resolution is passed in a manner specified by the Commission.

## **PART V:**

### **35. INSURANCE**

- 35.1 The Association shall effect and maintain insurance pursuant to Section 44 of the Act.
- 35.2 In addition to the insurance required under Rule 35.1, the Association may effect and maintain other insurance.

### **36. FUNDS OF THE ASSOCIATION**

- 36.1 The funds of the Association shall be derived from entrance fees and annual subscriptions of Members, donations and, subject to any Resolution passed by the Association in General Meeting, such other sources as the Executive Committee determines.
- 36.2 All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- 36.3 The Association shall, as soon as practicable, after receiving any money, issue an appropriate receipt.
- 36.4 The financial year of the Association shall be from 1 July to 30 June in each year and in the case of the first financial period shall be from the date of incorporation to the next following 30 June.
- 36.5 An Ordinary Member of the Association shall, upon admission to membership, pay to the Association a membership fee as specified by the Association at the time.
- 36.6 The membership fee will be payable annually thereafter and will be levied at the beginning of each financial year of the Association.
- 36.7 Subject to any Resolution passed by the Association in General Meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such a manner as the Executive Committee determines.
- 36.8 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two (2) Members of the Executive Committee or employee of the Association, being Members or employees authorised to do so by the Executive Committee.

### **37. LEVY**

- 37.1 The Association may at a Special General Meeting called in accordance with Rules 06 and 0 by unanimous Resolution of those Members attending the Meeting and entitled to vote impose a levy of such amount as may be specified in the Resolution.
- 37.2 A Special Resolution imposing a levy as aforesaid shall specify the time within which it shall be paid and any Member who fails to pay such a levy within the time so specified and without prejudice to any other sanction or provision or these Rules, shall not be entitled to vote or to participate in any Meetings or deliberations of the Association.

### **38. ALTERATION OF OBJECTS AND RULES**

The statement of objects and these rules may be altered, rescinded or added to only by a Special Resolution of the Association.

### **39. COMMON SEAL**

- 39.1 The common seal of the Association shall be kept in the custody of the Public officer.
- 39.2 The common seal shall not be affixed to any instrument except by the authority of the Executive Committee and the affixing of the common seal shall be attested by the signatures of any two (2) Members of the Committee.
- 39.3 The Secretary shall keep a record of such deeds. Instruments or documents upon which the Association's common seal has been affixed.

**40. CUSTODY OF BOOKS**

Except as otherwise provided by these Rules, the Public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the Association. The person appointed to incorporate the Association need not be the Public Officer nor a Member of the Association.

**41. INSPECTION OF BOOKS, ETC.**

The records, books and other documents of the Association shall be open to inspection, free of charge, by a Member of the Association at any reasonable hour.

**42. SURPLUS OF PROPERTY**

42.1 At the first General Meeting of the Association, the Association shall pass a Special Resolution nominating an incorporated Association as the Association in which is to vest its surplus property pursuant to Section 53 (2) of the Act in the event of the winding up or the cancellation of the incorporation of the Association.

42.2 The incorporated Association so nominated shall be one which fulfils the requirements specified in Section 53 (2) (a) - (c) of the Act

## Cost of Membership, Accreditation & Materials

Fee structure based on a financial year

Membership level	Fee ex GST	Fee inc GST
Associate member annual fee (installers of film)	\$350	\$385
Distributor member annual fee (distributors of film)	\$5000	\$5500

Items available through WFAANZ

Item	Member Prices (ex GST)	Non Member Prices (ex GST)
Flat glass accreditation exam	\$100	\$150
IWFA education guide, study material for flat glass exam	\$100	\$150
WERS for Film online training course	\$175	\$425
WERS for Film annual accreditation fee	\$300	\$500
WERS for Film accreditation PACKAGE	\$675	\$1225
VLT cards Postage determined by size of order: for orders over 500, card is \$1 per unit for members and \$2 per unit for non members	\$3 each	\$5 each
AS2208 stickers For distributor members only. Min order 5,000 @ \$0.20 per unit	\$1000	NA
Auto and flat glass film brochures Min order is a pack of 50, must add \$10 for postage	\$20	\$30

### Notes:

- Prices listed in Australian dollars
- Prices in *Items table* exclude GST
- Membership fees will be pro rata reduced six months after start of ordinary billing year with respect to the period of time remaining in the ordinary billing year
- Groups are eligible for a 20% saving when a minimum of seven branches/stores become members, and they share a common business name
- Postage included in prices except where stated otherwise
- All NZ orders will incur an extra A\$10 postage charge

# Appendix

## **APPENDIX 1**

### **Installed Film Commercial and Domestic Standards**

#### **A1.1 Pre-installation**

- a) Manufacturer's installation recommendations and procedures shall be observed.
- b) Drop sheets will be employed to protect the areas that:
  - i) The installer comes into contact with during installation
  - ii) Comes into contact with any cleaning and/or slip solutions

#### **A1.2 Dust and/or Inclusions**

Dust particles and / or inclusions shall not be acceptable when visible from three (3) metres within an area through which a person would normally be looking. Dust particles and / or inclusions outside the normal viewing are acceptable providing they are not larger than 1.5mm and or more than five (5) per square metre of the total glass area of any single pane of glass. Viewing shall be against a clear or totally overcast sky.

#### **A1.3 Perimeter Gap**

A perimeter gap of between 1mm and 3mm is acceptable on clean aluminium or timber framed windows. With irregular edges such as putty or paint, a larger edge gap will be acceptable providing it has been carried out in a workmanlike manner. For Safety / Security films having a gauge of 200 micron or greater, an edge gap of up to 5mm is acceptable.

#### **A1.41 Splice**

Where a pane of glass is larger than the largest roll width available and it is necessary to have a join, this splice will have a gap no wider than 0.5mm. Spliced film pieces will colour match.

## APPENDIX 2

### Automotive Tinting Installation & Inspection Standards

#### 1. Pre-installation

- 1.1 Manufacturers installation recommendations and procedure shall be observed.
- 1.2 Vehicle is to be inspected for damage to glass, window winding mechanism, heater demister bars and wires, sound system or any other item which could adversely affect the installation of window film.
- 1.3 Drop sheets will be employed to protect any area that:
  - 1.3.1 the installer comes into contact with during the installation of the film.
  - 1.3.2 comes into contact with any cleaning and or slip solutions.

#### 2. Installation

- 2.1 Edge and Perimeter Gaps
  - 2.1.1 Gaps around perimeter edges must be uniform
  - 2.1.2 Film is to be trimmed neatly around slider/flipper clips with a maximum visible gap of 2mm
  - 2.1.3 All edges to be clean and lie on flat glass with no puckering.
- 2.2 Heater Demister Bars
  - 2.2.1 No splice or cut is to be made through a heater demister bar or strip.
  - 2.2.2 Film is to be neatly trimmed around the insides of the demister contact strips.
  - 2.2.3 Any splice must follow neatly on the line of the heater bar.
  - 2.2.4 Edges of film along splice lines must lie flat with no puckering.
  - 2.2.5 Film used in splicing rear screens must be the same colour.
- 2.3 Micro Dots / Liner

Automotive films may not fully adhere to black micro dots or lines without air gaps. (Black micro dots & lines vary in thickness). It is the installer's decision whether film is applied in this case and the installer should take into account the film thickness, vehicle type, and the expertise of the person applying the film. It is recommended however that film be trimmed around dot matrix/liner in a workmanlike manner.

#### 3. Window Film Quality

The window film installed to any vehicle will meet the following minimum quality standards:

- 3.1 Particles of dust and / or adhesive gel spots shall not exceed 0.5mm in diameter.

#### 4. Final Inspection

- 4.1 Inspection of installed films shall be from the outside of the vehicle at a distance of one (1) metre. No visible faults are acceptable.
- 4.2 There should be no visible distortion by the film when viewed from inside after film is fully cured.
- 4.3 Any spear and/or creases are unacceptable.
- 4.4 All film surfaces and external glass are to be fully clean.
- 4.5 Where required, approved identification stickers must be installed between glass and film in the area of the manufacturer's standard mark and be visible with the window fully wound up. The sticker should be straight or level.

## APPENDIX 3

### Glossary of Terms for Solar Control Window Films

**ABSORBANCE** – The fraction of incident radiation that is absorbed.

**ASHRAE** – Abbreviation for American Society of Heating, Refrigerating and Air-conditioning Engineers.

**CONDUCTION** – Process of heat transfer through a material from a warm surface to a cool surface.

**CONDUCTION FACTOR** – Difference in the “U-values” before and after film application to glass multiplied by 24 hours / day. This factor is used in calculating heating energy savings.

**CONVECTION** – heat transfer by the movement of fluid or air.

**EMISSIVITY** – Measure of ability of a surface to emit room temperature radiant heat energy. Also a measure of the ability of the surface to reflect room radiant energy since, for window systems, the emissivity and the reflectivity of room radiant energy add up to unity. A low emissivity means a high reflectivity of room radiant energy.

**GLARE REDUCTION** – Ratio of the difference in visible transmission of the glass before and after installing film. It is expressed as a percentage and is determined by the respective visible transmission values of the glass with and without film.

**HEAT GAIN** – Transfer of heat from outside to inside. Both heat loss and heat gain are measured in terms of fuel consumption required to maintain a comfortable indoor temperature.

**HEAT LOSS** – Transfer of heat from inside to outside by means of conduction, convection and radiation through all surfaces of the building.

**HEAT LOSS REDUCTION** – Ratio of the difference in heat loss through the glass after installing film; to the heat loss through the glass with no film. It is expressed as a percentage and is determined by the respective “U” Values of the glass with and without film.

**“R” VALUE** – A measure of resistance to heat gain or loss (insulative ability). “R” Values, rather than thickness, can be compared for different materials.

**SHADING COEFFICIENT** – Ratio of solar energy entering through a window compared to that which enters through a window of clear 1/8” (3mm) double strength sheet glass. Solar energy which enters includes both that which is transmitted directly through the window and that portion of the energy absorbed in the window that is transferred to the interior.

**SOLAR HEAT REDUCTION** – Ratio of the difference in total solar energy entering before and after installing film on the glass to that entering through the glass with no film. Expressed as a percentage, it is determined by the respective shading coefficients of the glass with and



without film. This considers both solar energy transmitted and re-radiated absorbed solar energy.

**SOLAR HEAT GAIN COEFFICIENT** - SHGC measures how well a product blocks heat caused by sunlight. The SHGC is the fraction of incident solar radiation admitted through a window, both directly transmitted, and absorbed and subsequently released inward. SHGC is expressed as a number between 0 and 1. The lower a window's SHGC, the less solar heat it transmits.

**TOTAL SOLAR ENERGY** – When solar radiant energy strikes the exterior surface of a window, the energy is reflected, absorbed and / or transmitted as defined above. The total of the three parameters must add up to 100 percent.

**TOTAL SOLAR ENERGY ABSORBED** – Ratio of solar energy absorbed by the window and converted to heat in the window to total solar energy impinging on the window. Typically expressed as a percentage.

**TOTAL SOLAR ENERGY TRANSMITTED** – Ratio of solar energy transmitted directly through the window where it is absorbed by interior surfaces to the total solar energy impinging on the exterior window surface. Typically expressed as a percentage. It does not include heat re-radiated from energy absorbed in glass.

**TOTAL SOLAR ENERGY REFLECTED** – Ratio of the difference in solar energy entering the interior (including both transmitted and re-radiated energy) through glass and film to total energy impinging on the window.

**“U” VALUE** – measurement used in determining the ability of different structural components (such as windows) to conduct heat. The “U” Value of a window is measured by the number of watts that will pass through each square metre of area per degree Celsius ( $W / m^2 / ^\circ C$ ) from one side of the window to the other. “U” Values can tell you how well your windows will hold in heated or cooled air. The lower the number, the better.

**VISIBLE LIGHT REFLECTED** – Visible light is defined as the portion of the solar energy spectrum under average daylight conditions that is visible to the human eye. Values given are based on the response of the human eye. The ratio of that which is reflected away from the surface of the window to that impinging on it is called the percentage of visible light reflected.

**VISIBLE LIGHT TRANSMITTED** – A ratio of the human eye weighted average daylight that is transmitted through the window to that which is incident upon the window.

**VISIBLE RADIATION** – The spectrum containing radiation with wavelengths in a narrow band from about 400 nanometres (violet) to the 750 nm (red). At the earth's surface, about half the solar energy is in the visible range.

## APPENDIX 4

### WFAANZ Logo Graphic Standards

#### THE WFAANZ LOGO



The WFAANZ logo is a four-coloured, asymmetrical organic module that contains three elements:

The left portion of the logo contains a two-two graphic element.

The right portion of the logo contains the acronym “WFAANZ”, and the text “Window Film Association of Australia and New Zealand”. The approved form is given in **Figure 1.1.1**.

## 1.1 Approved Form



Figure 1.1.1



Figure 1.1.2

### Approved Form

Confirming outlines used are for illustration purposes only

For no given reason shall the colours of the logo be changed or rearranged (with the exception of greyscale) and must remain the colours of:

- **Pantone Matching System (PMS) Black** – RGB:0, 0, 0; CMYK: 0, 0, 0,
- **Spot Colour Green** - RGB: 160, 206, 103; CMYK 41, 0, 78, 0
- **Spot Colour Grey** – RGB: 188, 190, 192; CMYK: 0, 0, 0, 30
- **Spot Colour Dark Grey** – RGB: 109, 111, 113 CMYK: 0, 0, 0, 70

**Figure 1.1.2** is the acceptable form of the logo in greyscale and can be used in conjunction with monochrome or greyscale applications and uses. As shown in Figure 1.1.1, areas that are Spot Colour Green in the related coloured form of the logo should be the only regions that have changed in colour. The relative 'grey' still must remain constant.

## 1.2 Resizing and placement of the logo

The logo may be resized to any size needed for application. The logo must constrain to proportion of a width-by-height ratio of **1:1.59** (see **Figure 1.2.1**) and may not be sheared or distorted. On all printed and electronic material, the logo can appear no smaller than 10mm in height and the logo should not be placed closer than 4mm to any other graphic on the page, unless a special request is made and approved.



Figure 1.2.1

### Dimensions of logo

*Units are based on the relation on of the width of logo is 1 unit wide.*

### 1.3 Use of logo as a watermark

Both the coloured logo and greyscale logo may be used as a watermark for documents or the like provided it stays at 24% opacity. No other opacity is acceptable and the use of logo as a watermark must be used in conjunction with a **white background only**.



*Figure 1.3.1*



*Figure 1.3.2*

**Acceptable Forms – Watermarked Logo – 35% Opacity**  
Confirming outlines used are for illustration purposes only

## 1.4 Use of logo on coloured background and cropping of logo

The logo may be used on any colour or textured background with a PMS White box in proportion on the dimension ration given in **Section 1.1.2**.



*Figure 1.4.1*



*Figure 1.4.2*

**Acceptable Forms – Use of logo against a solid and textured background**  
Confirming outlines used are for illustration purposes only

## 1.4 Use of logo on coloured background and cropping of logo (cont'd)

- The logo may be used on any colour background in proportion on the dimension ration given in **Section 1.1.2**, except on the following colours:
  - **Pantone Matching System (PMS) Black** – RGB:0, 0, 0; CMYK: 0, 0, 0,
  - **Spot Colour Green** - RGB: 160, 206, 103; CMYK 41, 0, 78, 0
  - **Spot Colour Grey** – RGB: 188, 190, 192; CMYK: 0, 0, 0, 30
  - **Spot Colour Dark Grey** – RGB: 109, 111, 113 CMYK: 0, 0, 0, 70

The cropped version of the logo may not be used on a textured background



Figure 1.4.3

**Acceptable Forms – Use of cropped logo against a solid**  
Confirming outlines used are for illustration purposes only

## 1.6 Unacceptable use of the logo

For no given reason shall the logo be used without the consent of the Window Film Association of Australia and New Zealand. Use of the WFAANZ logo must comply with the above graphic standards and **cannot be transformed by:**

- having its colour scheme change, bar the approved greyscale and watermark guides)
- being cropped (bar the approved cropping guide)
- being sheared or distorted in any way
- being covered by either text, text-overlay or other graphics (bar being used as a watermark).
- being rotated at an angle and must remain at 0° or the 12 o'clock position.
- mirroring

### Unacceptable Forms



Figure 1.6.1  
**Image Overlay**



Figure 1.6.2  
**Off-Colour Scheme**



Figure 1.6.3  
**Shearing/Distorting**

Confirming outlines used are for illustration purposes only



**1.6 Unacceptable use of the logo (CONT'D)**

**Unacceptable Forms**



*Figure 1.6.4*  
**Mirroring**



*Figure 1.6.5*  
**Text Overlay**



*Figure 1.6.6*  
**Unacceptable Forms – Cropped Logo**

Confirming outlines used are for illustration purposes only

# Membership Forms



## WFAANZ MEMBERSHIP APPLICATION FORM

I wish to apply for WFAANZ membership as a:

 Distributor member

 Associate member

Company name: \_\_\_\_\_ ABN: \_\_\_\_\_  
Trading/Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_  
No. of years trading: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

I hereby apply for membership of the Window Film Association of Australia & New Zealand. I and my employees agree to abide by the WFAANZ Code of Practice and Code of Ethics.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 5 MEMBERSHIP QUALIFICATIONS

5.1 The Membership of the Association shall consist of "Distributor Members" and "Associate Members".

5.2 A person, firm or company is qualified to be a **Distributor Member** whose part or sole business is as a Wholesale Distributor of Window Film and has paid his/her/its subscription for the current year. This includes the importation of window film for the purpose of wholesaling. A person, firm or company whose part of sole business is the wholesaling of window film without importation shall be classified as a Distributor Member unless the majority of the products they are wholesaling are being imported by a current Distributor Member, in which case they shall be classified as an Associate Member. A Distributor Member shall be entitled to a minimum of one (1) and a maximum of two (2) representatives on the Executive Committee;

5.3 A person, firm or company is qualified to be an **Associate Member** of the Association if he/she/it is an owner or operator of a window film business, meets the provision within clause 5.2 and has paid his/her/its subscription for the current year. An Associate Member shall be entitled to speak and be heard at all General Meetings of the Association but shall only be entitled to hold an office in the Association or in any Committee or Sub-Committee thereof if invited to do so by the Executive Committee.

WFAANZ membership is financial year July to June.

**ANNUAL FEES:** Associate membership fee: \$385 (GST inc.); Distributor membership fee: \$5,500 (GST inc.)

This application will be sent to the WFAANZ Executive Committee for approval. Upon approval, please make payment to:  
Window Film Association of Australia and New Zealand  
Bank: Westpac BSB: 032 016 Account number: 377634 SWIFT Code: WPACAU25

Office use only	Date received: _____	Membership no.: _____
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Window Film Association of Australia & New Zealand  
Building 1, Level 1, 20 Bridge Street, Pymble NSW 2073 • +61 2 9160 4736 • info@wfaanz.org.au • www.wfaanz.org.au  
ABN 83 783 788 769



## APPOINTMENT OF PROXY

TO: WFAANZ Secretary, [info@wfaanz.org.au](mailto:info@wfaanz.org.au)

I, \_\_\_\_\_  
(FULL NAME)

of, \_\_\_\_\_  
(COMPANY)

Being a member of WFAANZ, hereby appoint,

\_\_\_\_\_  
(FULL NAME OF PROXY)

Being a member of that incorporated association, as my proxy to vote for me on my behalf at the **executive committee meeting/extraordinary general meeting /annual general meeting** of the association to be held on and at any adjournment of that meeting.

NOTE: A proxy vote may not be given to a person who is not a member of the Association.

\_\_\_\_\_  
Signature of member appointing proxy

\_\_\_\_\_  
Date

### EXCERPT FROM THE RULES OF THE ASSOCIATION:

#### 31. VOTING

31.2 All votes shall be given personally or by proxy but no member may hold more than two (2) proxies.

#### 32. APPOINTMENT OF PROXIES

32.1 Each member shall be entitled to appoint another member as proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

Please post or email this completed form to:  
WFAANZ Secretary, Suite 1, Level 1, Building 1, 20 Bridge Street, Pymble NSW 2073  
[info@wfaanz.org.au](mailto:info@wfaanz.org.au)



WFAANZ Secretariat  
 Building 1, Level 1  
 20 Bridge Street  
 Pymble NSW 2073  
 info@wfaanz.org.au  
 www.wfaanz.org.au  
 02 9160 4736

## WFAANZ ONLINE DIRECTORY LISTING

A free advertisement on the WFAANZ online directory is part of your membership, promoting your services to consumers looking for a tinter. To enable us to create an accurate and effective listing for you, please email this completed form to [info@wfaanz.org.au](mailto:info@wfaanz.org.au). Please also attach a jpeg of your logo.

Name:			
Company name:			
Address:			
State:		Postcode:	
Office phone number:		Mobile:	
Email:			
Website:			

Brief description of services provided (this text will appear on your listing):			
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Do you have current WERS For Film accreditation?	YES	NO
If yes, please provide your WERS licence number:		
Have you passed the WFAANZ flat glass exam?	YES	NO

Each listing features one or more of these icons, so users can see at a glance the services each tinter provides. Please tick the box next to the icon/s you want included on your directory listing.

 AUTOMOTIVE	<input type="checkbox"/>	 RESIDENTIAL	<input type="checkbox"/>	 COMMERCIAL	<input type="checkbox"/>	 SAFETY FILM	<input type="checkbox"/>
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Please tick the left hand column to indicate the regions you will travel for a job:

<b>AUSTRALIAN CAPITAL TERRITORY</b>		<b>QUEENSLAND</b>	
<input type="checkbox"/>	Canberra	<input type="checkbox"/>	Brisbane
<input type="checkbox"/>	Canberra and Surrounds	<input type="checkbox"/>	Bundaberg
<b>NEW SOUTH WALES</b>		<input type="checkbox"/>	Capricorn
<input type="checkbox"/>	Blue Mountains	<input type="checkbox"/>	Wide Bay / Burnett
<input type="checkbox"/>	Central Coast	<input type="checkbox"/>	Gladstone
<input type="checkbox"/>	Central West	<input type="checkbox"/>	Gold Coast
<input type="checkbox"/>	Greater Western Sydney	<input type="checkbox"/>	Mackay
<input type="checkbox"/>	Far South Coast	<input type="checkbox"/>	Outback Queensland
<input type="checkbox"/>	Far West	<input type="checkbox"/>	South East Queensland
<input type="checkbox"/>	The Hunter (Newcastle)	<input type="checkbox"/>	Southern Downs
<input type="checkbox"/>	Illawarra (Wollongong)	<input type="checkbox"/>	Sunshine Coast
<input type="checkbox"/>	Lord Howe Island	<input type="checkbox"/>	Toowoomba / Darling Downs
<input type="checkbox"/>	New England	<input type="checkbox"/>	Torres Strait Islands
<input type="checkbox"/>	Murray	<input type="checkbox"/>	Townsville
<input type="checkbox"/>	Mid North Coast	<input type="checkbox"/>	Far North Queensland
<input type="checkbox"/>	North West Slopes	<input type="checkbox"/>	Whitsunday
<input type="checkbox"/>	Northern Rivers		
<input type="checkbox"/>	Riverina	<b>SOUTH AUSTRALIA</b>	
<input type="checkbox"/>	Sapphire Coast	<input type="checkbox"/>	Adelaide Plains
<input type="checkbox"/>	Snowy Mountains	<input type="checkbox"/>	Adelaide Hills / Mount Lofty Ranges
<input type="checkbox"/>	Southern Highlands	<input type="checkbox"/>	Barossa Valley
<input type="checkbox"/>	Southern Tablelands	<input type="checkbox"/>	Copper Triangle
<input type="checkbox"/>	South West Slopes	<input type="checkbox"/>	Eyre Peninsula
<input type="checkbox"/>	Sunraysia	<input type="checkbox"/>	Far North
<input type="checkbox"/>	Sydney	<input type="checkbox"/>	Fleurieu Peninsula
<b>VICTORIA</b>		<input type="checkbox"/>	Flinders Ranges
<input type="checkbox"/>	Melbourne	<input type="checkbox"/>	Kangaroo Island
<input type="checkbox"/>	Daylesford and the Macedon Ranges	<input type="checkbox"/>	Limestone Coast
<input type="checkbox"/>	Yarra Valley and Dandenong Ranges	<input type="checkbox"/>	Sunshine Coast
<input type="checkbox"/>	Mornington Peninsula	<input type="checkbox"/>	Mid North
<input type="checkbox"/>	Phillip Island	<input type="checkbox"/>	Murraylands
<input type="checkbox"/>	Great Ocean Road	<input type="checkbox"/>	Riverland
<input type="checkbox"/>	Goldfields	<input type="checkbox"/>	York Peninsula
<input type="checkbox"/>	Grampians	<input type="checkbox"/>	Whitesunday
<input type="checkbox"/>	High Country		
<input type="checkbox"/>	The Murray	<b>NORTHERN TERRITORY</b>	
<b>WESTERN AUSTRALIA</b>		<input type="checkbox"/>	Arnhem Land
<input type="checkbox"/>	Gascoyne	<input type="checkbox"/>	Barkly Tableland
<input type="checkbox"/>	Goldfields / Esperance	<input type="checkbox"/>	Central Australia
<input type="checkbox"/>	Great Southern	<input type="checkbox"/>	Darwin
<input type="checkbox"/>	Kimberley	<input type="checkbox"/>	Katherine Region
<input type="checkbox"/>	Mid West	<input type="checkbox"/>	Top End
<input type="checkbox"/>	Perth		
<input type="checkbox"/>	Peel	<b>OTHER</b>	
<input type="checkbox"/>	Pilbara	<input type="checkbox"/>	
<input type="checkbox"/>	South West	<input type="checkbox"/>	
<input type="checkbox"/>	Wheat Belt	<input type="checkbox"/>	
<input type="checkbox"/>	Christmas Island	<input type="checkbox"/>	
<input type="checkbox"/>	Cocos / Keeling Island	<input type="checkbox"/>	