2026 AGM Resolutions

As required by the Laws of the Institute, every member and affiliate has been sent a copy of this Resolution to be debated and voted upon at the Annual General Meeting on Saturday 21 November 2026. The formal convening notice for the meeting was published in *AT Journal* (issue number 158, summer 2026) and via *AT Weekly*.

Each Region and Centre has elected Voting Delegates to attend the meeting to vote on behalf of their Region or Centre. If you have any views on these Resolutions, please contact your Regional or Centre Secretary to ensure that your elected Delegates are aware of the views of the members and affiliates they will be representing.

As a member or affiliate you are entitled to attend in person to debate the issues, however, unless you are an elected Delegate you will be unable to vote. If you wish to attend, please book via our website, https://architecturaltechnology.com/more/event-calendar/ciat-agm.html

There are **six** Resolutions, as agreed and approved by Executive Board and Council.

Tara Page
Chief Executive

5 September 2026

The Resolutions

Resolution 1 **That the Code of Conduct be consolidated to a single Code and amended to improve consistency, language and currency of references.**

Resolution 2 **That the Code of Conduct be amended to clarify the definition and scope of the affiliate status.**

Resolution 3 **That the Code of Conduct be amended to remove supporter categories and introduce a supporter declaration framework for non-regulated supporters.**

Resolution 4 **That Clause A10: Cessation of Membership is removed from the Code of Conduct.**

Resolution 5 **Amend Bye-law 24 to remove references to associations.**

Resolution 6 **Amend Bye-law 52c to change the powers of the Board relating to the merging and amalgamation of Regions and Centres.**

Resolution 1 **[Special Resolution]**

That the Code of Conduct be consolidated to a single Code and amended to improve consistency, language and currency of references.

A review of the Code of Conduct was undertaken to ensure that it remains current, fit for purpose, proportionate, applicable and aligned with the Institute's wider governance framework. From this review, the Conduct Committee Working Group has proposed to amend the Code of Conduct to be a single consolidated Code applying to members and regulated affiliates only. Alongside this, the Code has been amended to improve consistency, language and currency of references. For proposed changes see Appendix 1.

Background

One of the most significant outcomes of the Conduct Review is the consolidation of the existing three-part Code into a single unified structure and the removal of current section C of the Code (supporters).

Under the current framework, obligations were divided across Sections A, B and C depending upon membership grade or affiliate type. Although there were differences in wording and structure between sections, the underlying professional expectations were often materially the same. This segmented approach created unnecessary duplication and inconsistency. Similar obligations relating to integrity, competence, professional behaviour, conflicts of interest, use of descriptors and client obligations appeared multiple times across different sections, often expressed slightly differently. In practice, this created several difficulties.

The consolidated structure provides several benefits:

- It improves accessibility and understanding for members, affiliates, complainants and the public by establishing one clear set of professional obligations.
- It reduces duplication and inconsistency across the document.
- It improves the operational usability of the Code for the Conduct Committee.
- It also ensures that future amendments can be made more coherently and consistently.

Importantly, the revised structure reflects the principle that regulatory obligations should attach to professional practice and professional conduct rather than being unnecessarily fragmented across multiple categories.

Your Executive Board and Council have approved this proposed Resolution.

The Executive Board and Council invite you to approve this Resolution.

[Special Resolution requires two-thirds majority]

Resolution 2 **[Special Resolution]**

That the Code of Conduct be amended to clarify the definition and scope of the affiliate status.

As part of the review process, the Conduct Committee Working Group discovered overlapping use of the term 'affiliate'. This update clarifies the definitions and scope of the affiliate status. For proposed changes see Appendix 1.

Background

A central issue identified during the review was the broad and overlapping use of the term 'affiliate'. Under the 2022 Code, the term 'affiliate' operated as a broad umbrella category encompassing both regulated professional affiliates and supporter relationships.

In practice, the effect of this was that:

- individuals engaged in or capable of professional practice;
- non practising supporters (individuals); and
- corporate supporters

were all brought within the same overarching regulatory terminology. This created confusion both operationally and conceptually.

From a regulatory perspective, there is an important distinction between:

- individuals who are undertaking or capable of undertaking professional practice and therefore appropriately subject to professional regulation;
- and supporters who wish to engage with or support the Institute but who are not practising within the Institute's professional framework.

The Review concluded that the existing terminology obscured this distinction and resulted in disproportionate application of the Code. The revised framework therefore limits the use of the term 'affiliate' exclusively to regulated individual categories associated with professional practice.

Under the proposed changes, affiliates would be defined as:

"An individual working in the field of architectural technology who has not yet qualified as a Chartered Architectural Technologist."

This differs materially from the broader 2022 definition, which effectively encompassed both practising individuals and non-practising supporters. The revised definition introduces significantly greater clarity by limiting the regulatory scope of the Code to those individuals whose activities justify formal professional regulation.

Your Executive Board and Council have approved this proposed Resolution.

The Executive Board and Council invite you to approve this Resolution.

[Special Resolution requires two-thirds majority]

Resolution 3 **[Special Resolution]**

That the Code of Conduct be amended to remove supporter categories and introduce a supporter declaration framework for non-regulated supporters.

With the change in the definition of 'affiliate', the Conduct Committee Working Group has pulled out the supporter categories in favour of introducing a supporter declaration framework for non-regulated supporters. For proposed changes see Appendix 2.

Background

As part of the 'affiliate' change, Affiliate Group Body Corporate and Affiliate Friend of AT will no longer operate as affiliate categories within the Code. Instead, these supporter routes will be governed through a separate Supporter Declaration and the term 'affiliate' removed. This reflects the fundamentally different nature of the Institute's relationship with supporters compared with regulated professionals.

The purpose of the Supporter Declaration is to maintain appropriate standards of integrity, representation and use of the Institute's branding while recognising that supporters are not practising professionals regulated through the *Conduct and Disciplinary Procedures*.

Under this approach, any breach of the Supporter Declaration would result in withdrawal of recognition by the Chief Executive on advice from Membership, rather than referral through the *Conduct and Disciplinary Procedures*.

This introduces a more proportionate and appropriate mechanism for dealing with supporter relationships.

Your Executive Board and Council have approved this proposed Resolution.

The Executive Board and Council invite you to approve this Resolution.

[Special Resolution requires two-thirds majority]

Resolution 4 **[Special Resolution]**
That Clause A10: Cessation of Membership is removed from the Code of Conduct.

Cessation of membership is administrative or membership related in nature rather than regulation and as such has been removed by the Conduct Committee Working Group. For proposed changes see Appendix 1.

Background
The Review identified several provisions within the current Code which were administrative or membership related in nature rather than regulated.

In particular, provisions relating to:

- cessation of membership;
- changes in status;
- and administrative membership matters

have been removed from the revised Code.

These matters are more appropriately governed through membership procedures and administrative processes. The rationale for this amendment is to ensure that the Code remains focused on professional conduct, behaviour and regulatory obligations rather than administrative membership management. This improves clarity and supports a more coherent governance framework.

Your Executive Board and Council have approved this proposed Resolution.

The Executive Board and Council invite you to approve this Resolution.
[Special Resolution requires two-thirds majority]

Resolution 5 **[Special Resolution]**

Amend Bye-law 24 to remove references to associations.

With the changes to the Code of Conduct, the Bye-laws need an amendment to remove references to 'association', subject to Resolutions 1-4 being successful.

"Those who are registered as affiliates are bound by the Laws of the Institute and may be subject to disciplinary proceedings of the Institute if found in breach of those Laws or if found guilty by a competent tribunal or Court of an offence considered relevant to being affiliated or associated to the Institute. The Regulations shall provide for the investigation and determination of complaints against affiliates ~~and associations~~, and shall specify the rights of an affiliate ~~and association~~ subject to a complaint to receive notice, to be represented and to call and cross-examine witnesses, and to appeal. The Regulations under this Bye-law may make provision for all matters within the disciplinary process including the sanctions to which an affiliate ~~or association~~ may be liable, and may empower committees of the Institute to regulate their own procedure."

Your Executive Board and Council have approved this proposed Resolution.

The Executive Board and Council invite you to approve this Resolution.

[Special Resolution requires two-thirds majority]

Resolution 6 **[Special Resolution]**

Amend Bye-law 52c, change the powers of the Board relating to the merging and amalgamation of Regions and Centres.

Bye-law 52c to be amended to change the powers of the Board relating to the merging and amalgamation of Regions and Centres and for it to be decided by a poll at a General Meeting .

Existing

"The Board may exercise all such powers of the Institute and do on behalf of the Institute all such acts as may be exercised and done by the Institute as are not required by the Laws of the Institute to be exercised or done by the Institute in General Meeting, and shall, in particular, and subject to such Laws, have the following powers:
(a) to make, alter and revoke Regulations;
(b) to appoint a Chief Executive of the Institute;
(c) to establish or assist in establishing, or dissolve local and regional sub-divisions, professional networks or other organisations of the Institute, whether autonomous or not, and to make the Regulations relating to the constitutions and administration of such organisations;…"

Proposed

"The Board may exercise all such powers of the Institute and do on behalf of the Institute all such acts as may be exercised and done by the Institute as are not required by the Laws of the Institute to be exercised or done by the Institute in General Meeting, and shall, in particular, and subject to such Laws, have the following powers:
(a) to make, alter and revoke Regulations;
(b) to appoint a Chief Executive of the Institute;
(c) to establish or assist in establishing, or dissolve local and regional sub-divisions, professional networks or other organisations of the Institute, whether autonomous or not, and to make the Regulations relating to the constitutions and administration of such organisations. The merging or amalgamation of local and regional sub-divisions will require approval, by a poll, at a General Meeting;…"

Background

The current wording of Bye-law 52c grants the Board an absolute power to alter Regional and Centre structures without a mandatory, transparent mechanism for membership consultation or democratic oversight. While operational flexibility is necessary for daily management, fundamental structural changes — such as the amalgamation or merging of historical regional boundaries — permanently alter the identity and representation of the membership. This ensures that while the Board retains its legitimate right to manage the Institute, the voting membership retains the constitutional right to approve or reject structural realignments that directly impact their localised professional networks.

Your Executive Board and Council have approved this proposed Resolution.

The Executive Board and Council invite you to approve this Resolution.

[Special Resolution requires two-thirds majority]

END

Code of Conduct

Effective
1 January 2022~~7~~



CIAT

The Code is published under the Charter, Bye-laws and Regulations approved under the Grant of Royal Charter dated 22 July 2005.

The Code has been subsequently amended at the Annual General Meetings held on 18 November 2006, 22 November 2008, 21 November 2009, 30 October 2010, 16 November 2013, 10 November 2018, 9 November 2019, ~~and~~ 27 November 2021 and 21 November 2026. This edition of the Code became effective from 1 January 202~~2~~7.

Introductory Note

(The Introductory Note does not constitute part of the Code).

The object of the Code of Conduct is to promote the standard of conduct, or self-discipline, required of members of the Institute and affiliates in the interest of the public. It aims to ensure:

a) that they conduct themselves in a manner consistent with that of a professional person;
b) that they do not gain an unfair advantage over another;
c) that they do not misrepresent themselves or the Institute; and
d) that the public may rely upon them for their integrity and professionalism.

The Institute will not normally use its disciplinary procedures to determine allegations of incompetence or negligence.

All members and affiliates[1] are governed by the Charter, Bye-laws and any Regulations of the Institute and any supplementary regulations as may be in force from time to time.

~~The Executive Board shall receive reports from the Conduct Committee detailing its decisions in relation to any breaches of the Code and actions taken.~~

For the purposes of the Code, the Institute may hold a member or affiliate[2] acting through a body corporate of which they are a director or a member, responsible for the acts of that body and such a member or affiliate shall so conduct the business of that body to comply with the Code of Conduct.

Definitions are detailed on pages four and five of this document and fall within the Code.

~~1 applies to all affiliates~~
~~2 applies to all affiliates~~

The Code is ~~divided into three sections~~ applicable to:

~~SECTION A~~

members (MCIAT, FCIAT, ACIAT or students) and affiliates

All members and affiliates must adhere to ~~**Section A** of~~ the Code of Conduct at all times and must endeavour to promote and secure the widest possible acceptance of the Code by all other members and affiliates.

For definitions of each membership grade and affiliate status bound by the Code of Conduct, please refer to the Definitions section.

Classes of membership and affiliation are awarded by the Institute under the Bye-laws. Further information can be found under **Privileges of Membership**.

~~When it is alleged that any member has acted in breach of the Code, the Conduct Committee shall inform the member of their right to explain the circumstances. If the Conduct Committee considers that there is a case to answer, it shall investigate the complaint, consider the evidence at a Hearing and make its decisions. Decisions of the Conduct Committee take immediate effect.~~

~~The member and complainant have the right to attend the member's Hearing in accordance with the Conduct and Disciplinary Procedures of the Institute.~~

~~The member and complainant have the right of appeal via an independent appeals tribunal, except when the Conduct Committee has determined that there was no case to answer.~~

~~SECTION B~~

~~affiliates~~

~~Architectural Technology professionals who:~~

- ~~do not satisfy the academic standard criteria for membership; and/or~~
- ~~are offering services directly to clients as principals (as defined in the Code).~~

~~All affiliates who practise within Architectural Technology and the built environment sector must adhere to **Section B** of the Code of Conduct at all times and must endeavour to secure the widest possible acceptance of the Code by all other affiliates and members.~~

~~When it is alleged that an affiliate has acted in breach of the Code, the Conduct Committee shall inform the affiliate of their right to explain the circumstances. If the Conduct Committee considers that there is a case to answer, it shall investigate the complaint, consider the evidence at a Hearing and make its decisions. Decisions of the Conduct Committee take immediate effect.~~

~~The affiliate and complainant have the right to attend the affiliate's Hearing in accordance with the Conduct and Disciplinary Procedures of the Institute.~~

~~The affiliate and complainant have the right of appeal via an independent appeals tribunal, except when the Conduct Committee has determined that there was no case to answer.~~

~~SECTION C~~

~~affiliates~~

~~*Individuals:*~~
~~For those with an interest in Architectural Technology and/or built environment sector and wish to be associated with CIAT and support the discipline.~~

~~*Groups or body corporates:*~~
~~For entities with an interest in Architectural Technology and/or built environment sector and wish to support and be associated with the discipline of Architectural Technology and CIAT.~~

~~Affiliates who have joined as an individual due to their interest in Architectural Technology and/or the built environment; or as a group or body corporate associated with Architectural Technology and/or the built environment, must adhere to **Section C** of the Code of Conduct at all times and must endeavour to secure the widest possible acceptance of Section C of the Code by their fellow affiliates, members and all those within the group or body corporate.~~

~~When it is alleged that such affiliates have acted in breach of Section C of the Code, the Conduct Committee shall inform the affiliate of the right to explain the circumstances. If the Conduct Committee considers that there is a case to answer, it shall investigate the complaint, consider the evidence at a Hearing and make its decisions. Decisions of the Conduct Committee take immediate effect.~~

~~The affiliate and complainant have the right to attend the affiliate's Hearing in accordance with the Conduct and Disciplinary Procedures of the Institute.~~

~~The affiliate and complainant have the right of appeal via an independent appeals tribunal, except when the Conduct Committee has determined that there was no case to answer.~~

~~In the case of a Group or Body Corporate the affiliate must nominate an individual, such as the principal, partner, director, LLP member to sign and act on behalf of the group or body corporate.~~

END OF INTRODUCTORY NOTE

The Code - Definitions

In the Code the words standing in the first column of the following table shall bear the meaning set opposite to them respectively in the second column if not inconsistent with the subject or context:

Words	Meaning
"affiliate"	An individual working in the field of Architectural Technology who has not yet qualified as a Chartered Architectural Technologist. ~~professionals who:~~ • ~~do not satisfy the academic standard criteria for membership; and/or~~ • ~~are offering services directly to clients as principals.~~ ~~And includes all profile candidates transferred on or before 31 December 2021.~~ ~~*Individuals:*~~ ~~For those with an interest in Architectural Technology and/or built environment sector and wish to be associated with CIAT and support the discipline.~~ ~~*Groups or body corporates:*~~ ~~For entities with an interest in Architectural Technology and/or built environment sector and wish to support and be associated with the discipline of Architectural Technology and CIAT.~~
~~"affiliate emblem"~~	~~An emblem, as designed by the Institute, for use by affiliates to identify their status.~~
~~"appeals procedure"~~	~~A process through an independent tribunal established to consider appeals by a member, an affiliate or complainant against a disciplinary action or procedures following a Hearing except where it was determined that there was no case to answer.~~
"~~Associate~~ emblem"	An emblem, as designed by the Institute, for use by ~~Associates~~ members or affiliates to identify their membership, specialism, status or class.
"Board"	The Executive Board of the Institute.
"Chartered Member"	Members awarded the post-nominal letters MCIAT or FCIAT and use of the title “Chartered Architectural Technologist” by the Institute.

Words	Meaning
"~~CIAT Chartered Practice~~ logo"	A logo, as designed by the Institute, for use by Chartered Architectural Technologists and CIAT Chartered Practices to identify ~~its~~ their status.
"client"	~~A person or body who commissions a service or services.~~An individual or organisation who receives professional advice and/or services from a member or affiliate.
~~"complainant"~~	~~A person or body who may make a complaint to the Institute concerning the professional conduct of a member or affiliate[1].~~
"Conduct Committee"	The Committee established by the Institute to consider allegations of breaches of the Code of Conduct and to agree actions in relation to the complaint.
"conflict of interest"	Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a member's or affiliate's[2] duties
"Institute"	The Chartered Institute of Architectural Technologists.
"in writing"	All modes of representing or reproducing words in a visible form including electronic communications
"member"	Those members accepted by the Institute as a Full Member (MCIAT), Fellow Member (FCIAT), an Associate member (ACIAT) or a student member.
~~"Member logo"~~	~~A logo, as designed by the Institute, for use by Chartered Architectural Technologists to identify their status.~~
"practice"	One of the following: a) a sole practitioner; b) a company incorporated under the Companies Acts; c) a partnership constituted under the Partnership Act 1890; d) a Limited Liability Partnership incorporated under the Limited Liability Partnership Act 2000; or e) as defined in the member's jurisdiction of business.
"principal"	A member or affiliate[3] who is a sole practitioner, a director, a partner or a limited liability member of a practice. This includes any member or affiliate[4] offering and/or providing a service.

~~1 applies to all affiliates~~
~~2 applies to all affiliates~~
~~3 applies to all affiliates~~
~~4 applies to all affiliates~~

~~Words~~	~~Meaning~~
~~"profile candidate"~~	~~Those persons accepted by the Institute into the class of profile candidate until the close of the transitional process, 31 December 2021, following the withdrawal of profile candidate as approved by the Board.~~
~~"student emblem"~~	~~An emblem, as designed by the Institute, for use by students to identify their membership class.~~
~~"Technician"~~	~~Those persons accepted by the Institute into the class of Technician member, TCIAT, until the close of the transitional process, 31 December 2021, following the withdrawal of Technician member class as approved by the Board.~~

Words importing the singular number only shall include the plural number and vice versa. Words of any gender shall be held and construed to include any other gender. Words importing persons shall include corporations.

~~Section A~~

members (MCIAT, FCIAT, ACIAT or students) and affiliates

Clause ~~A~~1: Professional Conduct

~~The~~ ~~m~~Members and affiliates shall at all times:

~~A~~1a) act with integrity so as to uphold the standing and reputation of the Institute;

A1b) act faithfully and honourably in their professional responsibilities;

~~A~~1c) rely only on merit or fair competition to secure commissions and appointments;

~~A~~1d) not seek directly or indirectly to injure the professional reputation of another;

~~A~~1e) not knowingly misrepresent the views of the Institute;

~~A~~1f) not knowingly misrepresent their professional qualification;

~~A~~1g) describe themselves factually and/or in good faith.

Clause ~~A~~2: Descriptors

~~A~~2a) Only Chartered Members may use the post-nominal letters MCIAT and describe themselves as Chartered Architectural Technologists, unless the Board agrees otherwise.~~:~~

~~i. the Board approves either generally or specifically the use of any other description: or~~

~~ii. they possess other qualifications or perform other functions which allow the use of other descriptions.~~

~~A~~2b) Only ~~those Chartered~~ Fellow Members who have also been awarded ~~Fellow Membership may use~~ the post-nominal letters FCIAT and may describe themselves as a Fellow Member, unless the Board agrees otherwise.~~:~~

~~i. the Board approves either generally or specifically the use of any other description; or~~

~~ii. they possess other qualifications or perform other functions which allow the use of other descriptions.~~

~~A~~2c) ~~Only~~ Chartered Members may use the Member logo subject to obtaining a licence for its use, as prescribed by the Board.

~~A~~2d) Only Associate and student members and affiliates may use the ~~Associate~~ appropriate emblem subject to obtaining a licence for its use, as prescribed by the Board.

~~A2e) Only student members may use the student emblem subject to obtaining a licence for its use, as prescribed by the Board.~~

Clause ~~A~~3: Practice Registration

~~A~~3a) Only Chartered Members, Fellow Members and affiliates may act as principals ~~and~~ offering and/or provid~~e~~ing services directly to a client.

~~A3b) Associate members and student members are not permitted to act as principals and offer and/or provide services to a client.~~

~~A~~3~~eb~~) Chartered Members, Fellow Members and affiliates acting as principals shall:

i. obtain and maintain formal registration of their practice with the Institute; and

ii. comply with the requirements for registration as published by the Institute from time to time.

~~A~~3~~dc~~) Only such Chartered and Fellow Members who have registered their practice in accordance with Clause ~~A~~3~~eb~~ i) and ii) above

may refer to their registered practice as a “CIAT Chartered Practice” and make use of the CIAT Chartered Practice logo, subject to obtaining a licen~~sc~~e for its use.

Clause ~~A~~4: Professional Indemnity Insurance

Chartered Members, Fellow Members and affiliates who:

~~A~~4a) provide services directly to a client, shall ensure that adequate professional indemnity insurance is obtained and maintained ~~adequate professional indemnity insurance~~;

~~A4b) are principals of a practice providing services directly to a client shall ensure that adequate professional indemnity insurance is obtained and maintained by that practice;~~

~~A~~4~~eb~~) were principals but who have ceased to provide services directly to clients shall take all reasonable steps to either:

i. ensure that adequate run off professional indemnity insurance cover is effected; or

ii. discharge their duty whilst protecting the interest of their clients;

~~A~~4~~dc~~) are or were principals shall on request by the Institute provide the necessary evidence to demonstrate compliance with clauses ~~A~~4a) - ~~A~~4~~eb~~) above.

Clause ~~A~~5: Offering and/or Providing Services Directly to a Client

~~A~~5a) Only Chartered Members and Fellow Members may advertise their membership of the Institute as a professional qualification to secure commissions directly from a client.

~~A~~5b) Chartered Members, Fellow Members and affiliates acting as principals of a practice shall:

i. before commencing work on any commission, ensure that their fee proposal and terms of engagement have been given in writing to the client;
ii. satisfy themselves that those terms have been accepted;
iii. endeavour to ensure that the services offered and/or provided by their practice are appropriate to their client's requirements;
iv. endeavour to ensure that the client's existing professional advisers (if any) have been consulted and endeavour to ensure that all responsibilities to those persons have been appropriately discharged;
v. not misrepresent the services available by their practice; and
vi. decline to offer and/or provide a service to their client if they knowingly lack adequate resources or if appropriate, advise or recommend the necessity of assistance from a suitably qualified professional.

Clause ~~A~~6: Conflicts of Interest

~~A~~6a) Chartered Members, Fellow Members and affiliates offering and/or providing services directly to a client shall take reasonable precautions to ensure that no conflict of interest arises between that client and themselves. If such conflict does arise, the Member or affiliate will cease to act.

~~A~~6b) Employed members and affiliates shall take reasonable precautions to disclose to their employer any conflict of interest which arises between themselves and their employer.

~~A~~6c) Any members and affiliates perceiving a potential conflict of interest, at any time, shall report that conflict in writing to either their client or employer as appropriate at the earliest opportunity.

Clause ~~A~~7: Continuing Professional Development

The members (excluding student members) and affiliates shall:

~~A~~7a) keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities; and

~~A~~7b) be able to provide evidence that they have complied with the requirements for continuing professional development (CPD) as published by the Institute from time to time.

Clause ~~A~~8: Breaches of the Code

The members and affiliates shall:

~~A~~8a) report to the Institute in writing any alleged breaches of the Code by themselves of which they become aware;

~~A~~8b) not at any time seek to dissuade, penalise or unreasonably discourage any person from bringing or pursuing a complaint against a member or affiliate; and

~~A~~8c) when subject to an investigation by the Institute of an alleged breach of the Code, use their best endeavours to assist in that investigation at their own cost.

Clause ~~A~~9: Bankruptcy and Insolvency

A Member and affiliate shall report to the Institute within 28 days, 35 days if resident overseas, if they are:

~~A~~9a) made the subject of an order of court disqualifying them from acting as a company director; or

~~A~~9b) made the subject of a bankruptcy order; or

~~A~~9c) a director of a company which is wound up (other than for amalgamation or reconstruction purposes).

~~Clause A10: Cessation of Membership~~

~~Immediately upon ceasing to be members of the Institute, the members shall:~~

~~A10a) cease referring to themselves as a member of the Institute;~~

~~A10b) return their certificates of membership and membership card to the Institute;~~

~~A10c) cease all use of the Member logo, Associate emblem or student emblem as applicable;~~

~~A10d) cease all use of the CIAT Chartered Practice logo; and~~

~~A10e) take all reasonable steps to prevent third parties describing them as members.~~

~~END SECTION A~~

Section B

affiliates

Architectural Technology professionals who:
- do not satisfy the academic standard criteria for membership; and/or
- are offering services directly to clients as principals (as defined in the Code).

Clause B1: Professional Conduct

Affiliates shall at all times:
B1a) act with integrity so as to uphold the standing and reputation of the Institute;
B1b) act faithfully and honourably in their professional responsibilities;
B1c) rely only on merit or fair competition to secure commissions and appointments;
B1d) not seek directly or indirectly to injure the professional reputation of another;
B1e) not knowingly misrepresent the views of the Institute;
B1f) not knowingly misrepresent their professional qualification or the affiliate status;
B1g) describe themselves factually and/or in good faith.

Clause B2: Descriptor

Affiliates may only describe themselves as an affiliate or make use of the affiliate emblem, subject to obtaining a licence for its use, as and if prescribed by the Board unless:
B2a) the Board approves either generally or specifically the use of any other description; or
B2b) they possess other qualifications or perform other functions which allow the use of other descriptions.

Clause B3: Practice Registration

B3a) Affiliates may act as principals and offer and/or provide services directly to a client.
B3b) Affiliates acting as principals shall:
i. obtain and maintain formal registration of their practice with the Institute; and
ii. comply with the requirements for registration as published by the Institute from time to time.

Clause B4: Professional Indemnity Insurance

Affiliates who:
B4a) provide services directly to a client shall obtain and maintain adequate professional indemnity insurance;
B4b) are principals of a practice providing services directly to clients shall ensure that adequate professional indemnity insurance is obtained and maintained by that practice;
B4c) were principals but who have ceased to provide services directly to clients shall take all reasonable steps to either:
i. ensure that adequate run off professional indemnity insurance cover is effected; or
ii. discharge their duty whilst protecting the interest of their clients;
B4d) are or were principals shall, on request by the Institute, provide the necessary evidence to demonstrate compliance with clauses B4a) B4c) above.

Clause B5: Offering and/or Providing Services Directly to a Client

B5a) Affiliates may not advertise their status of the Institute as a professional qualification to secure commissions directly from a client.
B5b) Affiliates acting as principals of a practice shall:
i. before commencing work on any commission, ensure that their terms of engagement have been given in writing to the client;
ii. satisfy themselves that those terms have been accepted;
iii. endeavour to ensure that the services offered and/or provided by their practice are appropriate to their client's requirements;
iv. endeavour to ensure that the client's existing professional advisers (if any) have been consulted and endeavour to ensure that all responsibilities to those persons have been appropriately discharged;
v. not misrepresent the services available by their practice; and
vi. decline to offer and/or provide a service to their client if they knowingly lack adequate resources or if appropriate, advise or recommend the necessity of assistance from a suitably qualified professional.

~~Clause B6: Conflicts of Interest~~

~~B6a) Affiliates offering and/or providing services directly to a client shall take reasonable precautions to ensure that no conflict of interest arises between that client and themselves.~~

~~B6b) Employed affiliates shall take reasonable precautions to disclose to their employer any conflict of interest which arises between themselves and their employer.~~

~~B6c) Any affiliate perceiving a potential conflict of interest shall report that conflict in writing to either their client or employer as appropriate at the earliest opportunity~~

~~Clause B7: Continuing Professional Development~~

~~Affiliates shall:~~

~~B7a) keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities; and~~

~~B7b) be able to provide evidence that they have complied with the requirements for continuing professional development (CPD) as published by the Institute from time to time.~~

~~Clause B8: Breaches of the Code~~

~~An affiliate shall:~~

~~B8a) report to the Institute in writing any alleged breaches of the Code by themselves of which they become aware;~~

~~B8b) not at any time seek to dissuade, penalise or unreasonably discourage any person from bringing or pursuing a complaint against an affiliate or member; and~~

~~B8c) when subject to an investigation by the Institute of an alleged breach of the Code use their best endeavours to assist in that investigation at their own cost.~~

~~Clause B9: Bankruptcy and Insolvency~~

~~An affiliate shall report to the Institute within 28 days, 35 days if resident overseas, if they are:~~

~~B9a) made the subject of an order of court disqualifying them from acting as a company director; or~~

~~B9b) made the subject of a bankruptcy order; or~~

~~B9c) a director of a company which is wound up (other than for amalgamation or reconstruction purposes).~~

~~Clause B10: Cessation of affiliate Status~~

~~Immediately upon ceasing to be an affiliate, they shall:~~

~~B10a) cease referring to themselves as an affiliate of the Institute;~~

~~B10b) cease all use of the affiliate emblem; and~~

~~B10c) take all reasonable steps to prevent third parties describing them as an affiliate.~~

~~END SECTION B~~

Section C
affiliates

Individuals:
For those with an interest in Architectural Technology and/or built environment sector and wish to be associated with CIAT and support the discipline.

Groups or body corporates:
For entities with an interest in Architectural Technology and/or built environment sector and wish to support and be associated with the discipline of Architectural Technology and CIAT.

Clause C1: Professional Conduct
The affiliate shall at all times:
C1a) act with integrity so as to uphold the standing and reputation of the Institute;
C1b) act faithfully and honourably in their professional responsibilities;
C1c) not seek directly or indirectly to injure the professional reputation of another;
C1d) not knowingly misrepresent the views of the Institute.

Clause C2: Descriptor
Affiliates may only describe themselves as an affiliate or make use of an affiliate emblem, subject to obtaining a licence for its use, as and if prescribed by the Board unless:
C2a) the Board approves either generally or specifically the use of any other description; or
C2b) they possess other qualifications or perform other functions which allow the use of other descriptions.

Clause C3: Practice Registration for Groups and Body Corporates
Entities must comply with the requirements for registration as Groups or Body Corporates as an affiliate as published by the Institute from time to time.

Clause C4: Breaches of the Code
An affiliate shall:
C4a) report to the Institute in writing any alleged breaches of the Code by themselves of which they become aware;
C4b) not at any time seek to dissuade, penalise or unreasonably discourage any person from bringing or pursuing a complaint against an affiliate or a member; and
C4c) when subject to an investigation by the Institute of an alleged breach of the Code use their best endeavours to assist in that investigation at their own cost.

Clause C5: Cessation of affiliate Status
Immediately upon ceasing to be an affiliate they shall:
C5a) cease referring to themselves or their Group or Body Corporate as affiliated to the Institute;
C5b) cease all use of the affiliate emblem; and
C5c) take all reasonable steps to prevent third parties describing them as affiliated to CIAT.

END SECTION C

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Appendix 2
Proposed Group Body Corporate / individual supporter declaration

Group Body Corporate declaration

Group Body Corporates with an interest in architectural technology and/or built environment sector and wish to support and be associated with the discipline of architectural technology and CIAT.

I submit this signed form as an accurate record to declare my organisation's compliance with obligations set out below to join CIAT's Corporate Membership.

On behalf of my organisation, I declare hereby that:

a) the organisation's staff and representatives will act with integrity and uphold the standing and reputation of CIAT and its discipline.

b) I will keep CIAT informed of any change in circumstances of the organisation in writing which may affect the organisation's Corporate Membership.

c) If circumstances change, including but not limited to a change in role or responsibilities, organisational restructuring, merger, acquisition, transfer of functions, cessation of employment or engagement, dissolution, liquidation or any other material change affecting my ability or authority to undertake the role, I will notify the Institute in writing with the change of circumstances for [Organisation].

d) the organisation can only state it is a "CIAT Group Body Corporate" and may use the emblem provided under its terms of use. No misrepresentation is permitted.

e) the organisation's staff and representatives will abide by the rules and regulations as specified by CIAT*****.

*can be found at: https://architecturaltechnology.com/resource/ciat-regulations.html

Name
Organisation
Signature
Date

Supporter of CIAT declaration

For those with an interest in architectural technology and/or built environment sector and wish to be associated with CIAT and support the discipline.

I submit this signed form to declare my compliance with the obligations set out below to join CIAT's supporter scheme. I hereby declare that I will:

a) act with integrity and uphold the standing and reputation of CIAT and its discipline;

b) keep CIAT informed in writing of any change in circumstances which may affect my subscription, including but not limited to changes in employment, role, professional activities, disciplinary matters, insolvency, criminal convictions or regulatory sanctions.

c) only state that I am a 'CIAT supporter' and may use the emblem provided under its terms of use. No misrepresentation is permitted;

d) abide by the rules and regulations as specified by CIAT*****.

*can be found at: https://architecturaltechnology.com/resource/ciat-regulations.html

Name
Signature
Date