



**Regulations  
Effective  
22 July 2005**

*Last amended 9 February 2024*





## REGULATIONS

The Regulations contained herein define and regulate the operation and affairs of the Chartered Body known as the Chartered Institute of Architectural Technologists (CIAT) as contained in the Body's Charter and Bye-laws and approved under the Grant of Royal Charter, dated 22 July 2005.

## DEFINITIONS

### 1.

In these Regulations, except where the context otherwise requires:

- (a) "**Affiliate**"  
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).  
*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.
- (b) "**Board**" means the Executive Board of the Institute;
- (c) "**Bye-laws**" means Bye-laws made by the Institute under the Charter;
- (d) "**Centre**" means a region outside the United Kingdom, Channel Islands and Isle of Man as determined by the Board;
- (e) "**Chartered Architectural Technologist**" means Full or Fellow Member of the Institute;
- (f) "**Charter**" means the Charter to which the Bye-laws are scheduled, as revoked, amended or added to from time to time, and all Supplemental Charters of the Institute for the time being in force;
- (g) "**Company**" means the Company limited by guarantee incorporated on 24 October 1975 and named the "British Institute of Architectural Technologists";
- (h) "**Council**" means the Electoral College and Strategic Forum of the Institute;
- (i) "**Chief Executive**" means the Chief Executive Officer of the Institute;
- (j) "**Institute**" means the Chartered Institute of Architectural Technologists constituted by the Charter;
- (k) "**Institute's Journal**" means the official publication of the Institute;
- (l) "**in writing**" and "**written**" includes all modes of representing or reproducing words in a visible form including electronic communications;
- (m) "**Laws of the Institute**" means the Charter, the Bye-laws, these Regulations and all codes and other forms of regulatory provision made by the Institute;
- (n) "**member**" means a member of the Institute in any class;
- (o) "**Member**" means a person in the class of Full or Fellow Member of the Institute;
- (p) "**month**" means calendar month;
- (q) "**notice**" includes any paper or document of any kind including electronic communications which a member may be entitled to have served upon them;

- (r) "**Office**" means the main office of the Institute;
- (s) "**Present**" either in person or remotely via a pre-issued platform for joining the meeting."
- (t) "**President**" means the President of the Institute;
- (u) "**President Elect**" means the President Elect of the Institute;
- (v) "**Immediate Past President**" means the Immediate Past President of the Institute;
- (w) "**Region**" means a division of the United Kingdom, Channel Islands and Isle of Man as determined by the Board;
- (x) "**Regulations**" means these Regulations made by the Board under the Charter or Bye-laws;
- (y) "**Seal**" means the Common Seal of the Institute;
- (z) "**United Kingdom**" means Great Britain and Northern Ireland;

Words of any gender shall be held and construed to include any other gender and words in the singular shall include the plural and words in the plural shall include the singular.

Words importing persons shall include corporations and "corporation" shall include unincorporated associations.

Any words and terms which may be defined by the Charter shall, unless the context otherwise requires, have a corresponding meaning in the Bye-laws and these Regulations.

## 2.

The Institute is established for the purposes expressed in the Royal Charter of Incorporation.

## MEMBERSHIP

### 3.

The following shall be eligible for election or appointment to the respective classes or sub-classes of member as defined within Bye-law 4:

- (a) Chartered Architectural Technologist (Member) — any individual who has achieved the standard of education and structured professional experience for Chartered Membership as defined within Bye-law 12;
- (b) Fellow — any individual who has achieved the standard of education and structured professional experience for Chartered Architectural Technologist as defined within Bye-law 12 and has also achieved the standard for Fellow laid down by the Board;
- (c) Technician — any individual who has achieved the standard of education and structured professional experience for an Architectural Technician as laid down by the Board;
- (d) Associate — any individual who has achieved the standard of education and structured professional experience as laid down by the Board;
- (e) Profile candidate — any individual who has achieved the standards laid down by the Board;
- (f) Student — any individual who satisfies the requirements as laid down by the Board; and

- (g) Honorary member — such person as the Board shall admit to membership by reason of their relevant distinction or outstanding service to the Institute on recommendation by the Honorary members' Panel, established by Council
- (f) Honorary Fellow — such person, as the Board shall admit as an Honorary Fellow on recommendation by the Honorary Fellows' Panel, established by Council having demonstrated the necessary distinctions in line with the standards laid down by the Board as defined within Bye-law 20.

### 4.

Every application for membership shall be in writing using the prescribed form as issued by the Institute and shall contain such particulars as the Board may from time to time determine. The Board may in its discretion elect or reject any person applying for membership and such applicants will be eligible to appeal as per Regulation 86.

### 5.

All applicants for membership shall declare in the prescribed manner that all information and documentation supplied in support of their application, for election to membership is accurate, accepting the Institute's decision regarding eligibility for election, agreeing to abide by the Laws of the Institute and shall keep the Institute informed, in writing, of any change in circumstances which affect their continued membership.

### 6.

All nominations for Honorary member or Honorary Fellow shall declare in the prescribed manner that all information and documentation supplied in support of their nomination for Honorary status is accurate, accepting the Institute's decision as final.

### 7.

Honorary members and Honorary Fellows shall, on notification of their Honorary status, agree to abide by the Laws of the Institute and shall keep the Institute informed, in writing, of any change in circumstances which affect their continued membership.

### 8.

The Chief Executive shall forthwith notify to a candidate who has been elected that they have been admitted as a member of the Institute. No person shall be entitled to the rights and privileges attaching to the class of membership of the Institute, to which they have been elected, as defined in Bye-laws 6 to 9, until they have paid the necessary fees and first annual subscription applicable to the class of membership to which they have been elected, and complied with any other requirements established by the Institute, except for student, Honorary member and Honorary Fellow who pay no fee or annual subscription.



**9.**

Any Member, Technician, Associate, profile candidate or student may, on attaining the standards of experience and education from time to time prescribed by the Board, apply to transfer to another class or sub-class of membership. The Board may in its discretion agree to such transfer provided always that no member shall be entitled to the privileges of the class of membership to which they have been transferred until they have paid the necessary fee as may be prescribed by the Board, the appropriate annual subscription and complied with any other requirements established by the Institute.

**AFFILIATE**

**10.**

Any individual granted affiliate status may, on attaining the standards of experience and education from time to time prescribed by the Board, apply to transfer to into a class or sub-class of membership. The Board may in its discretion agree to such transfer provided always that such an affiliate shall be entitled to the privileges of the class of membership to which they have been transferred or applied until they have paid the necessary transfer and assessment fee as may be prescribed by the Board, the appropriate annual fee and complied with any other requirements established by the Institute.

**SUBSCRIPTIONS AND ANNUAL FEES**

**11.**

Every class of member of the Institute other than Honorary member, Honorary Fellow and student shall pay an annual subscription of such sum as the Board shall, under Bye-laws 15 and 16, from time to time determine in respect of each class or sub-class of membership.

**12.**

The annual subscription of a member shall become due on election and thereafter on the first day of May in each year.

**13.**

A member shall not be entitled to any of the rights and privileges of membership as defined in Bye-laws 6 to 9 whilst their subscription is in arrears, unless they have taken advantage of any payment scheme the Board may authorise from time to time.

**14.**

Affiliates, either individuals or organisations, shall pay an annual fee of a sum as the Board shall from time to time determine. Such fees are payable on acceptance as an affiliate and thereafter on the first of May in each year.

**CESSATION OF MEMBERSHIP**

**15.**

- (a) A member may resign their membership by written notice sent to the Chief Executive who shall not unreasonably withhold or delay its acceptance.
- (b) The member who resigns shall remain liable for their membership subscription for that current year and shall not be entitled to any repayment of their subscription.
- (c) The resignation shall become effective on the date on which it is accepted by the Chief Executive, in writing, provided that:
  - (i) there is no notification of a complaint pending or a complaint submitted in writing within 28-days (35-days for overseas members) from the date of the resignation letter; or
  - (ii) there is no complaint being investigated by the Conduct Committee.

**16.**

The Chief Executive may give notice in writing to any member whose membership subscription remains unpaid for a period of one month or such longer period, as the Board shall from time to time determine, after the date on which it became payable, requiring them to pay the arrears of such subscription and the Board may cancel the membership of any member whose subscription remains unpaid for more than fourteen days' after the date of the said notice from the Chief Executive provided that:

- (a) it shall be at the discretion of the Board to reinstate them as a member if the Board shall so determine in compliance with the membership procedures;
- (b) there is no notification of a complaint pending or a complaint submitted in writing within 28-days (35-days for overseas members) from the date of the resignation letter;
- (c) there is no complaint being investigated by the Conduct Committee.

**CESSATION AS AN AFFILIATE**

**17.**

- (a) An affiliate may terminate their status by written notice sent to the Chief Executive who shall not unreasonably withhold or delay its acceptance.
- (b) The affiliate who resigns shall remain liable for their fee for that current year and shall not be entitled to any repayment of their subscription.
- (c) The resignation shall become effective on the date on which it is accepted by the Chief Executive, in writing, provided that:
  - (i) there is no notification of a complaint pending or a complaint submitted in writing within 28-days (35-days for overseas members) from the date of the resignation letter; or
  - (ii) there is no complaint being investigated by the Conduct Committee.

**18.**

The Chief Executive may give notice in writing to any affiliate whose fee remains unpaid for a period of one month or such longer period, as the Board shall from time to time determine, after the date on which it became payable, requiring them to pay the arrears of such a fee and the Board may cancel the affiliate status of any affiliate whose fee remains unpaid for more than fourteen days' after the date of the said notice from the Chief Executive provided that:

- (a) it shall be at the discretion of the Board to reinstate them as an affiliate if the Board shall so determine in compliance with the affiliate joining procedures;
- (b) there is no notification of a complaint pending or a complaint submitted in writing within 28-days (35-days for overseas members) from the date of the resignation letter;
- (c) there is no complaint being investigated by the Conduct Committee.

**DISCIPLINARY PROCEDURES****19.**

The Board shall, as per Bye-laws 23-25, establish Procedures for conduct and disciplinary matters approved by a special resolution of the Institute at a General Meeting concerning the method by which the question of the conduct of any member or affiliate is to be reported to the Institute, the hearing and determination by the delegated Conduct Committee upon such question, providing that such questions be determined by a Conduct Committee, except where the member or affiliate is known to the member/s of the Conduct Committee; where there is a conflict of interest; or when the Conduct Committee will be inquorate. Special provisions are made for these situations within the Conduct and Disciplinary Procedures, and shall provide that the member or affiliate against whom a complaint is made may make representations either orally or in writing to the Conduct Committee.

**20.**

Any member or affiliate of the Institute who shall contravene any Code of Conduct from time to time promulgated by the Board and approved by a special resolution of the Institute at a General Meeting may be liable to:

for members (MCIAT, FCIAT, ACIAT or students)<sup>1</sup>

- (a) be reprimanded;
- (b) be excluded from membership of the Institute for a fixed period with or without a recommendation for re-assessment on re-entry. (N.B. — Institute policy stipulates that if a Chartered Member's membership ceases, whether as an MCIAT or FCIAT, for whatever reason for more than three consecutive years, the individual must sit a Professional Assessment Re-Entry Interview.); or
- (c) be expelled from the Institute.

for affiliates who are 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)
  - (a) be reprimanded;
  - (b) be excluded from association with the Institute for a fixed period with or without a recommendation for re-application; or
  - (c) be expelled from any future association with the Institute.

for affiliates:

- with an interest in Architectural Technology and/or built environment sector and wish to be associated with CIAT and support the discipline; OR
- 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.
  - (a) be reprimanded;
  - (b) be excluded from association with the Institute for a fixed period with or without a recommendation for re-application; or
  - (c) be expelled from any future association with the Institute.

**21.**

The Board shall establish a facility for an independent appeal tribunal in compliance with the relevant legislation and laid down in Regulation 86.

**GENERAL MEETINGS OF THE INSTITUTE****22.**

The Institute shall, in accordance with Bye-law 26, hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Board and shall specify the meeting as such in notices calling it, provided that every Annual General Meeting except the first shall be held not more than nine months after the end of the Institute's financial year. Notice of any Resolution to be proposed at the Annual General Meeting shall be deposited at the Office with the Chief Executive at any time, and at least ten weeks before the date of the Annual General Meeting. The Chief Executive shall give notice of any such Resolution in writing to the membership at least six weeks before the Annual General Meeting. The Chair will exercise their discretion to accept amendments from the floor of the meeting.

**23.**

Twenty-one days' notice, at least, of any General Meeting specifying the place, the day and hour of the meeting and, in the case of special business, the general nature of the business, shall be given in writing to the parties defined in Regulation 24.

<sup>1</sup> The Conduct and Disciplinary Procedures and Code of Conduct effective from 1 March 2019 remain in force as they relate to Technician members and profile candidates during the transitional process.



## **PROCEEDINGS AT GENERAL MEETINGS**

### **24.**

General Meetings shall consist of:

- (a) Voting Delegates who shall be Members and will be the elected representatives as described in Regulations 31 and 32;
- (b) Non-voting members, who will be:
  - (i) the Board of the Institute including President Elect;
  - (ii) Councillors not serving on the Board, unless elected under Regulation 31 hereof;
  - (iii) Representatives as invited by the Board;
  - (iv) the Chief Executive, as defined in Bye-law 58 and any other executive officers; and
  - (v) the Auditor/s;
- (c) All other members, at their own discretion and cost. Such members are eligible to attend, fully participate in the debate, but cannot vote.
- (d) Affiliates, at their own discretion and costs, are eligible to attend, fully participate in the debate, but cannot vote. Affiliate status is not a class of membership and therefore do not count for the purposes of Regulations 31 and 32.

### **25.**

Business shall commence at the time stated on the Agenda and shall be concluded no later than a time determined by the Board and specified in the notice of the meeting.

### **26.**

No business shall be transacted unless a quorum is present when the Meeting proceeds to business, and for all purposes the quorum shall be a number equal to two-thirds of the Members entitled to vote at the Meeting. If within half an hour from the time appointed for the meeting a quorum is not present, the Meeting, if convened upon the requisition of or by members, shall be dissolved. In any other case it shall be adjourned to such day and to such place as may be appointed by the Chair. At any such adjourned meeting the Members present and entitled to vote, whatever their number, shall have power to decide upon all matters which could properly have been disposed of at the Meeting from which the adjournment took place.

### **27.**

The Chair may, with the consent of the Meeting, adjourn the General Meeting from time to time and place to place, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the Meeting from which the adjournment took place.

### **28.**

A Resolution put to the poll of the Meeting shall be decided by a show of voting cards, or an alternative method of voting, as approved by the Board. At the conclusion of the poll, the Chair shall make a declaration that the Resolution has been carried or lost, either

unanimously or by the required majority and this shall be recorded in the minutes as conclusive evidence thereof.

### **29.**

In a poll, each Member entitled to vote at a General Meeting shall have one vote except where detailed in Regulation 32. Delegates will be entitled to one of three options:

Yes – A vote in support of the Resolution.

No – A vote against the Resolution.

Abstention – Neither a vote for nor against.

### **30.**

The Chair of the meeting shall not be entitled to a vote unless there is an equality of votes in which case the Chair of the meeting shall take the casting vote.

### **31.**

Each Regional and Centre Committee (as defined in Regulation 37) of the Institute empowered by the Board to be represented at General Meetings, shall elect one representative to vote at General Meetings except that any Region or Centre having more than one hundred members on 1 March in any year shall elect two representatives to vote or having more than three hundred and fifty members on 1 March in any year shall elect three representatives to vote or having more than seven hundred members on 1 March in any year shall elect four representatives to vote. All representatives shall be Members.

### **32.**

At the first meeting of the Executive Board following the previous years' AGM, it shall agree the protocols for attendance and voting for each Region and Centre elected voting delegates for that current years' AGM. Should there be an extraordinary General Meeting the Board would agree the protocols for attendance and voting for each Region and Centre at that time.

### **33.**

Decisions of General Meetings shall be effected as follows:

- (a) by special Resolutions in their substantive or amended forms relating to alterations or amendments to the Charter and Bye-laws, if agreed to by a two-thirds majority of those entitled to vote present and voting at a General Meeting shall be binding. Alterations to the Charter and Bye-laws need prior or subsequent approval by The Privy Council;
- (b) by special Resolutions in their substantive or amended forms relating to alterations or amendments to the Conduct and Disciplinary Procedures and Code of Conduct if agreed to by a two-thirds majority of those entitled to vote present and voting at a General Meeting shall be binding;
- (c) by ordinary Resolutions in their substantive or amended forms which, if agreed to by a simple majority of those entitled to vote present and voting

at a General Meeting, shall be binding upon the Institute;

- (d) by a Resolution, submitted by a Member not holding an Institute, Regional or Centre position in its substantive or amended form which, if agreed to by two-thirds of those entitled to vote present and voting at a General Meeting, shall be a Resolution of the Institute and binding upon the Board;
- (e) by a Resolution, submitted by a Member not holding an Institute, Regional or Centre position, in its substantive or amended form, which if agreed to by a simple majority of those entitled to vote present and voting at a General Meeting shall not have the effect of a Resolution of the Institute, but shall require the Board to consider, report back to the next Annual General Meeting of the Institute, or, if the Board considers it necessary, take action thereon within its ensuing year of office.
- (f) Any Resolution must comply to the prescribed format as directed by the Chief Executive.

## REGIONS AND CENTRES

### 34.

The Board shall make provision for prescribing:

- (a) the division of the United Kingdom, Channel Islands and Isle of Man into Regions and the remainder of the world into Centres;
- (b) the method of keeping a register of members of each of those Regions and Centres; and
- (c) and a register of those holding the status of affiliate of each of those Regions and Centres.

### 35.

Each member of the Institute shall be included on the membership register (the "Register") held at the Office. On their election, each member may, by notice in writing given to the Chief Executive, nominate the Region or Centre on whose Register they wish to be enrolled. At any time after their election, a member may give notice in writing to the Chief Executive that they wish to transfer from the Register of one Region or Centre to the Register of another Region or Centre. Any member who does not give notice to the Chief Executive in accordance with this Regulation shall be entered on the Register of the Region or Centre for the geographical area covering their home address.

### 36.

Those individuals holding affiliate status shall be included on the affiliate register (the "affiliate register") held at the office. On their acceptance as an individual holding affiliate status may, by notice in writing given to the Chief Executive, nominate the Region or Centre on whose affiliate register they wish to be listed. At any time after their listing on the affiliate register, they may give notice in writing to the Chief Executive that they wish to transfer from the affiliate register of one Region or Centre to the affiliate register of another Region or Centre. Any such affiliate who does not give notice to the Chief Executive

in accordance with this Regulation shall be entered on the affiliate register of the Region or Centre for the geographical area covering their home address.

### 37.

In each Region and Centre there shall be a Committee consisting of a Regional/Centre Chair, a Regional/Centre Secretary, a Regional/Centre Treasurer, the aspirATIOn Chair and other members and affiliates elected from the Membership and affiliate Registers held at the Office. The officer positions will be elected from the Committee in accordance with Regulation 46. Not less than two members of the Regional/Centre Committee shall be Members of the Institute at any time. From the Committee other positions can be elected as deemed appropriate by the Regional/Centre Committee.

### 38.

Each Regional/Centre Committee shall hold a meeting on not less than three occasions in each calendar year at such time, place, manner and method as it thinks fit.

### 39.

Regions are represented at Council by an elected representative to Council who is eligible to stand for and be elected onto the Board in accordance with Regulations 74 to 80.

### 40.

Centres are represented at Council as follows:

- (a) The Republic of Ireland Centre may send an elected representative to Council who is eligible to stand for and be elected onto the Board in accordance with Regulations 74 to 80.
- (b) All other Centres are eligible to vote on substantive issues by sending their proxy vote before the Council meeting to the Chief Executive or alternatively by their Councillor or deputy joining Council via remote access. Substantive issues are elections of Honorary Officers, annual budget, audited accounts, Council backed General Meeting Resolution(s) and other items of strategic importance.

### 41.

A group of Members resident in any independent nation/s or established Centre may request in writing to the Chief Executive to be considered the status of a Centre of the Institute or to review the boundaries of an established Centre to create a new Centre. Centres must be approved by the Board and shall conduct affairs in accordance with the procedures described in Regulations 34 to 48 hereof.

### 42.

The Board shall determine from time to time whether a Centre shall have representation at General Meetings or at Council or if a Centre Councillor may be eligible to be elected onto the Board as determined by Regulations 32 and 40. Where a Centre has not been granted representation at Council or the Board it may submit reports and comments through the Chief Executive.



## **ELECTION OF MEMBERS OF THE REGION OR CENTRE COMMITTEE**

### **43.**

The Regional or Centre Councillor shall hold office for a period of three years commencing at the close of the Institute's General Meeting in accordance with the Institute's election timetable for Councillors. The Regional or Centre Councillor shall be elected by the members held on the Register for that Region or Centre from amongst the Region or Centre at its Meeting to be held before 1 June in the year that the current Regional or Centre Councillor's three-year term is due for completion and will terminate at the close of the Institute's General Meeting three years later. A person may be re-elected as a Regional or Centre Councillor. The Councillor must be a Member.

### **44.**

All other members or affiliates elected in accordance with Regulation 37 of the Regional or Centre Committee shall hold office for a period of two years commencing at the end of a Regional or Centre Business Meeting to be held before 1 June in the year the current Regional or Centre Committee's term is due for completion and will terminate at the commencement of the Regional or Centre Business Meeting two years later. A person may be re-elected as a Regional or Centre Committee member.

### **45.**

The Regional or Centre Secretary shall give at least 21 days' notice to all its Region/Centre members on the Register and affiliates on the affiliate register of the date of its Business Meeting and its method at which elections are due to take place. Candidates may self-nominate at the Regional or Centre Business Meeting.

### **46.**

Following the election of the Regional or Centre Committee, each Region or Centre will proceed to elect its Chair, Secretary and Treasurer and any other officers as determined from time to time. If a ballot is required, the Committee shall elect a Returning Officer, who shall be a Member of the Committee not seeking nomination to any office, and shall declare the results and number of votes cast for each candidate at the meeting together with the form the meeting took and record the same in the minutes of the Meeting.

### **47.**

A Regional or Centre office holder shall vacate office:

- (a) if they are required to do so by a majority vote of two-thirds of the appropriate Regional or Centre Committee;
- (b) if they resign by notice in writing;
- (c) if they cease to be a member or affiliate of the Institute; or
- (d) if any of the events specified under Regulation 48 or 64 hereof take place.

### **48.**

If a Regional or Centre Committee member, excluding the Councillor, vacates their office for any reason whatsoever or dies or if less than fifteen persons are elected to the Regional or Centre Committee, the Regional or Centre Committee may co-opt members or affiliates on the Membership or affiliate Registers for that Region or Centre to fill such vacancies for the remainder of the term prior to the commencement of the next Regional or Centre Business Meeting. If a Regional or Centre Councillor vacates their office for any reason whatsoever or dies, the Regional or Centre Committee may co-opt a Member of the Institute entered on the Register for that Region or Centre to fill the vacancy for the remainder of the term.

## **LOCAL GROUPS**

### **49.**

Any group of members shall be eligible to form a local group at the discretion of the appropriate Regional or Centre Committee (a "Local Group"). Such Local Groups shall have no specified powers or functions.

### **50.**

Such local groups once formed may invite affiliates who are held on the affiliate register for that Region or Centre to join the local group.

## **ELECTION OF INSTITUTE OFFICERS**

### **51.**

The Officers shall be Members of the Institute. Other than the President Elect and the President, they shall be elected by the Council at its meeting held prior to an Annual General Meeting of the Institute in accordance with Regulations 52 to 60 hereof. The President Elect shall be elected in accordance with Regulations 52 to 60 hereof, subsequently to assume the office of President on the approval of Council.

### **52.**

Any Member is eligible to propose candidates to serve as Officers of the Institute, and to be proposed as a candidate provided their prior consent has been obtained.

### **53.**

Any Member should ensure there is not any potential conflicts of interest before proposing candidates or accepting nominations.

### **54.**

The Chief Executive shall perform the role of Returning Officer and can delegate authority to a member of their staff to undertake this role on their behalf. The Returning Officer shall advertise all posts with all necessary details in accordance with Institute policy and shall prepare a final list of accepted nominations for circulation together with any manifestos supplied by nominees. They shall then carry out the election procedure in a proper manner, with regard for due probity, with the assistance of two scrutineers.



**55.**

The Chair shall declare the results of the election to the meeting, including the number of votes cast for each candidate. It shall be the Returning Officer's duty to ensure that this information is recorded in the minutes of the meeting, and that the results of the election are declared and communicated to all members.

**56.**

The President shall hold office for two years from the conclusion of the Annual General Meeting held after the date of their confirmed assumption. Provided that a President shall not be eligible for re-election for a period of two years after ceasing to hold office.

**57.**

The Honorary Secretary, Honorary Treasurer and Vice-Presidents shall hold office for two years from the conclusion of the Annual General Meeting held after the date of their election until the termination of the Annual General Meeting of the Institute which shall occur in the year next but one and shall be eligible for re-election. Election for these Offices shall be held in alternate years in a manner to be determined from time to time by the Council.

**58.**

If the President shall vacate office for any reason whatsoever or die, the Council shall elect the Immediate Past President or President Elect for the remainder of their predecessor's term of office. If either persons are unable to take office then Council will hold a special meeting to assess the situation.

**59.**

If the Honorary Secretary, Honorary Treasurer, President Elect or a Vice-President shall vacate office for any reason whatsoever or die, the Council may elect a successor from amongst the Members of the Institute, as per the voting procedures. Any Officer so elected shall hold office until the date on which their predecessor's term of office would have terminated. In the case of these Officers, other than the President Elect, where the predecessor's unexpired term of office is less than one year, the Council may exercise its discretion as to the appropriate date of termination.

**60.**

When at a meeting of Council a Councillor is elected as an Officer of the Institute in mid-term, that Councillor will not assume such office until after the closure of that meeting, remaining as a Councillor for the purpose of that meeting.

**COUNCIL****61.**

Only a Member may be a member of Council, except the Chief Executive and aspirATIOn Chair, and as provided in Regulation 62 hereof.

**62.**

Council shall have power to co-opt persons who need not be members of the Institute to Council.

**63.**

No member of Council shall vacate or be required to vacate their office as a member of Council on or by reason of having attained any particular age.

**64.**

If a member of Council:

- (a) becomes bankrupt or is declared insolvent; or
  - (b) is prohibited from being a director of a company or a trustee; or
  - (c) there is a conflict of interest;
- they shall not be permitted to sit on the Board, Conduct Committee or Finance Committee until their bankruptcy or insolvency order has been discharged or the prohibition has been lifted.

**65.**

A voting member of the Council shall vacate office:

- (a) if they resign by notice in writing;
- (b) if they are removed from office by a Resolution of the members in a General Meeting or a breach of professional Conduct;
- (c) if they fail without good reason to attend two consecutive meetings of Council or
- (d) if they cease to be a member of the Institute.

**POWERS OF COUNCIL****66.**

The role of Council is:

- (a) to be the Strategic Forum and Electoral College for the Institute;
- (b) to elect Officers of the Institute as detailed in the Bye-laws 35-36 and Regulations 51 to 60 hereof;
- (c) to elect up to four but not less than two Councillors on an annual basis at its meeting prior to the Annual General Meeting to the Board, in accordance with Regulations 74 to 80 hereof;
- (d) to elect two Councillors as deputies to attend the Board meetings if one or two of the elected Councillors cannot attend for whatever reason, in accordance with Regulations 74 to 80 hereof;
- (e) at its first meeting following the Annual General Meeting to:
  - (i) consider and subsequently approve or reject the objectives for the year tabled by the Board; and
  - (ii) elect the Councillor representatives, as required, onto the relevant Committees unless they are ineligible under Regulations 64 and 65.
- (f) at its second meeting following the Annual General Meeting to:
  - (i) review the work of the Institute and receive reports from the Board;
  - (ii) elect the Officers of the Institute as detailed in the Bye-laws and Regulations 51 to 60 hereof;
  - (iii) elect up to four but not less than two Councillors onto the Board as detailed in



- Regulations 74 to 80 hereof; and
- (iv) elect the two deputy Councillors as detailed in Regulations 76 to 80 hereof.
  - (g) to receive updates on the work of the Board's activities.
  - (h) resolve at a Council meeting to remove from office a member of the Board by a resolution of Council passed by a majority of two-thirds of the total number of Members present and entitled to vote.

#### **PROCEEDINGS AT COUNCIL**

##### **67.**

Council will meet together a minimum of twice per year for purposes detailed in Regulation 66 hereof.

##### **68.**

A quorum at the meeting of Council shall be when two-thirds of the voting members of Council are present.

##### **69.**

The President, or in their absence, President Elect or Immediate Past President shall take the chair at meetings of Council, but if neither the President nor President Elect/Immediate Past President shall be present or not be willing to act as Chair, the members of Council present shall choose one of their number to be Chair of such meeting.

##### **70.**

Matters arising at any meeting of Council shall be decided by a simple majority of votes, except in accordance with Regulation 66(h) hereto, and in the case of an equality of votes the Chair of the meeting shall have a casting vote. Centre Councillors, an absent Councillor and an absent Officer may vote in writing on a particular item by proxy, the vote shall be provided to the Chief Executive at or before the time the vote is taken, or alternatively by their Councillor or deputy joining Council via remote access.

#### **ELECTION OF MEMBERS OF COUNCIL**

##### **71.**

Each Regional or Centre Committee (as defined in Regulation 37) hereof shall, where permitted by Regulations 39 and 40 elect one Member in accordance with Regulations 43 to 48 to serve as a Councillor pursuant to Bye-law 56(b).

#### **DEPUTY COUNCILLOR**

##### **72.**

Each Regional or Centre Committee (as defined in Regulation 37) may appoint a Member of its Committee, normally its Chair, to act as a Deputy Councillor. Any Member so appointed shall be entitled to attend at any meeting of the Council from which the Councillor is absent and shall be entitled to vote unless a proxy vote has been submitted. Such Regional or Centre Committee shall give to the Chief Executive notice in writing of the Member so appointed.

#### **ASPIRATION CHAIR**

##### **73.**

If the aspirATion Chair is unable to attend Council they may appoint a deputy to attend on their behalf, normally the Vice-Chair. Such a deputy so appointed shall be entitled to vote unless a proxy vote has been submitted. The aspirATion Chair shall give to the Chief Executive notice in writing of their absence and their deputy so appointed.

#### **ELECTION OF COUNCILLORS ONTO THE BOARD**

##### **74.**

Any serving Councillor is eligible to stand for election to the Board, unless they are ineligible under Regulations 47, 64 and 65.

##### **75.**

Each year at the Council meeting prior to the Annual General Meeting up to four but not less than two Councillors shall be elected from amongst the serving Councillors. These elected Councillors shall be elected to take up their position on the Board for one year from the close of the business at the Annual General Meeting.

##### **76.**

At the same election Council shall elect two deputies from amongst the serving Councillors to act as deputies at Board meetings. Such deputies will attend meetings of the Board if the elected Councillors cannot for whatever reason attend, provided that the number of deputies does not exceed the number of absent Councillors. The nomination and election of the deputies will be undertaken at the same meeting as the election of serving Councillors onto the Board. Deputies will be elected on an annual basis. The deputies shall have no voting rights.

##### **77.**

Any elected Council member is eligible to propose a Councillor to serve on the Board, and to be proposed as a candidate provided their prior consent has been obtained.

##### **78.**

The Chief Executive shall perform the role of Returning Officer and shall inform all nominees of the office or offices for which they have been nominated with formal requests for acceptance or rejection of the nomination, shall prepare a final list of accepted nominations which shall be circulated to all members of the Council, together with any manifestos supplied by nominees, at least one week prior to the Council meeting at which the election shall take place. They shall then carry out the election procedure in a proper manner, with regard for due probity, with the assistance of two scrutineers.

**79.**

The Chair shall declare the results of the election to the meeting, including the number of votes cast for each candidate. It shall be the Returning Officer's duty to ensure that this information is recorded in the minutes of the meeting, and that the results of the election are declared.

**80.**

If a Councillor elected to the Board shall vacate office for any reason whatsoever or die, the Council may elect a successor from amongst the serving Councillors. Any Councillor so elected shall hold office until the date on which their predecessor's term of office would have terminated.

**MEETINGS OF THE BOARD****81.**

The Board may meet together for the despatch of business, adjourn and otherwise regulate its meetings as it thinks fit, but it shall meet not less than four times in each calendar year, twice of which will coincide with a meeting of Council.

**POWERS OF THE BOARD****82.**

The Board shall from time to time make such guidelines for the conduct of the business of the Institute and not inconsistent with these or any substituted Regulations as it may deem expedient and shall transmit copies of such guidelines as necessary

**INSTITUTE COMMITTEES****83.**

Election of Councillor representation onto the relevant Institute Committees to be undertaken by Council in accordance with Regulations 66(e) and 84 hereof, unless they are ineligible under Regulations 64 and 65.

**84.**

The Board may form Institute Committees from time to time pursuant to Bye-law 53.

**85.**

The Chief Executive or one of their staff shall prepare a copy of the minutes of each meeting of all Institute Committees for retention. Written reports are presented to the Board.

**APPEALS****86.**

Any member or affiliate sanctioned by the Conduct Committee or applicant for membership or affiliate status shall have the right to appeal the decision of the Institute, the process for an Appeal approved by the Board shall be made available or provided if a request is made in writing to the Chief Executive or Honorary Secretary.

**87.**

The Board shall provide the right to an independent appeal in compliance with relevant legislation and if applicable to the type of applicant.

**THE SEAL****88.**

The Seal of the Institute shall not be affixed to any instrument except by the authority of a resolution of the Board and at least one member of the Board together with the Chief Executive or an assistant or Honorary Secretary shall sign every instrument to which the Seal shall be so affixed and, in favour of any purchaser or person bona fide dealing with the Institute, such signatures shall be conclusive evidence to the fact that the Seal has been properly affixed.

Approved by the Board on 9 February 2024, effective 9 February 2024.



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