



**Conduct and  
Disciplinary Procedures**  
Effective  
1 January 2021



The Conduct and Disciplinary Procedures are published under Charter, Bye-laws and Regulations of the Institute.

The Conduct and Disciplinary Procedures were approved under the Grant of Royal Charter dated 22 July 2005, amended at the Annual General Meetings held on 10 November 2018, 9 November 2019 and 14 November 2020. These Procedures became effective from 1 January 2021.

### **Transitional process: Technician members and profile candidates**

The *Code of Conduct*, effective 1 March 2019, will continue to apply to Technician members and profile candidates during the transitional process and until all Technician members and profile candidates have been transferred out of these classes.

## **Code of Conduct effective 1 September 2020**

The Code is divided into three sections to provide for the structure of CIAT:

### **SECTION A**

**members (MCIAT, FCIAT, ACIAT or students)**

### **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).

### **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.

In the Conduct and Disciplinary Procedures 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"	<p>Architectural Technology professionals who:</p> <ul style="list-style-type: none"> <li>• do not satisfy the academic standard criteria for membership; and/or</li> <li>• are offering services directly to clients as principals.</li> </ul> <p><i>Individuals:</i> For those with an interest in Architectural Technology and/or built environment sector and wish to be associated with CIAT and support the discipline.</p> <p><i>Groups or body corporates:</i> 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.</p>
"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.
"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.
"Code of Conduct"	The Institute's professional Code as originally published under its Charter in 2005 and all subsequent versions of the said Code.
"complainant"	A person or body who may make a complaint to the Institute concerning the professional conduct of a member or affiliate <sup>1</sup> .
"Complaint Evaluation"	The mechanism to evaluate the paperwork in advance of either a Complaint Review or Hearing.

<sup>1</sup> applies to all affiliates



## Words

## Meaning

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"Complaint Review"	The stage at which the Conduct Committee determines whether there is a case to answer and/or whether additional information is required.
"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.
"Conduct Committee member"	A Chartered Member who has been elected or appointed onto the Conduct Committee in accordance with the Conduct and Disciplinary Procedures.
"Council"	The Electoral College and Strategic Forum of the Institute.
"Hearing"	The method by which the Conduct Committee considers the complaint once it has been established that there is a case for the member or affiliate to answer.
"Honorary Secretary"	Ensures compliance with the Laws of the Institute, Code of Conduct and Conduct and Disciplinary Procedures
"Institute"	The Chartered Institute of Architectural Technologists.
"in writing" and "written"	All modes of representing or reproducing words in a visible form including electronic communications
"Laws of the Institute"	The Charter, the Bye-laws, the Regulations and all Codes and other forms of regulatory provision made by the Institute.
"legal adviser"	A barrister or solicitor to act as a legal adviser to the Conduct Committee in accordance with Schedule 1 of the Conduct and Disciplinary Procedures.
"member"	Those members accepted by the Institute as a Full Member (MCIAT), Fellow Member (FCIAT), an Associate member (ACIAT) or a student member.
"nominated representative"	The complainant(s) and the member or affiliate subject to the complaint can each nominate a representative (legal or otherwise) to act on their behalf at the Hearing.

<b>Words</b>	<b>Meaning</b>
"procedural forms"	Those forms which the complainant(s) and member are required to complete as part of the complaint process.
"profile candidate"	Those persons accepted by the Institute into the class of profile candidate until the close of the transitional process following the withdrawal of profile candidate as approved by the Board. Profile candidates shall comply with the Code of Conduct effective 1 March 2019.
"schedule of evidence"	The evidence to be considered by the Conduct Committee at the Hearing.
"Technician"	Those persons accepted by the Institute into the class of Technician member, TCIAT, until the close of the transitional process following the withdrawal of Technician member class as approved by the Board. Technician members shall comply with the Code of Conduct effective 1 March 2019.
"witness"	A complainant, member or affiliate, or other individuals whom the Committee or the member or affiliate may call upon to give evidence to assist the Committee to reach a fair determination.

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.



## Conduct Committee

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- 1.**

The Conduct Committee shall investigate and determine any complaint made against a member or affiliate arising from the Code of Conduct.
- 2.**
  - a) The Honorary Secretary is a member of the Conduct Committee but does not have voting rights.
  - b) The Conduct Committee shall comprise five Chartered Members (excluding the Honorary Secretary): two elected from Council and three appointed by the Honorary Secretary.
  - c) A serving Trustee of the Institute shall not be permitted to serve on the Conduct Committee, other than the Honorary Secretary.
  - d) If a serving member of the Conduct Committee becomes a Trustee then they will cease to be a member of the Conduct Committee immediately
  - e) The Conduct Committee members shall be elected or appointed to serve for a two-year term, subject to clauses f) and g) below.
  - f) The election and appointment process shall be as follows:
    - i. Year 1: one member of Council and two Chartered Members.
    - ii. Year 2: one member of Council and one Chartered Member.
  - g) A Conduct Committee member may stand for re-election or be re-appointed, subject to clause 2c).
  - h) Those elected or seeking re-election from Council must have two or more years of their term remaining.
- 3.**

Subject to clauses 5 to 7 inclusive and wherever possible, the members of the Conduct Committee shall remain unchanged until the conclusion of that particular case.
- 4.**

The quorum for the Conduct Committee shall be not less than three voting members and the Honorary Secretary or their deputy.
- 5.**

If the Honorary Secretary:

  - i. is absent; or
  - ii. is known to any member or affiliate under investigation or the complainant; or
  - iii. believes they have a potential conflict of interest and withdraws from the case, a former Honorary Secretary shall be invited to join the Conduct Committee for the duration of the investigation of the complaint, or one of those members present shall take on the duties of the Honorary Secretary, whilst ensuring that the quorum remains three voting members; said member will be unable to vote whilst acting as Honorary Secretary.
- 6.**
  - a) In respect of a complaint or a Conduct Committee meeting, should:
    - i. the member or affiliate under investigation, or the complainant(s) be known to any member(s) of the Conduct Committee; or
    - ii. a potential conflict of interest occur; or
    - iii. the meeting becomes or is likely to become inquorate

the Board shall have the power to nominate Members to serve on the Conduct Committee as necessary. Additionally, where it is not possible for whatever reason for the Board to act, the Honorary Secretary or the President shall have the power to second Members onto the Conduct Committee.
  - b) Each Member so seconded shall be:
    - a) a serving or former Chartered Member of Council; or
    - b) a former member of the Conduct Committee.
  - c) Each nominated Member may only serve at that particular meeting and at subsequent meetings for as long as the case(s) under consideration remains open. Any existing member of the Committee to whom 6ai) or 6a ii) above applies will be excluded from any proceedings relating to that case

**7.**

In the exceptional circumstances that the member or affiliate under investigation and/or the complainant(s) is known to all the members of the Conduct Committee, a special Conduct Committee shall be formed in accordance with clause 6 above.

**8.**

The investigation of the complaint and all proceedings before the Conduct Committee shall be conducted in the strictest confidence by all parties until the conclusion of the case and in accordance with clauses 31 to 36 inclusive of the Conduct and Disciplinary Procedures.

**Resignation of membership or affiliate status****9.**

- a) A member or affiliate may resign their membership or status by written notice sent to the Chief Executive who shall not unreasonably delay its acceptance.
- b) The member or affiliate who resigns shall remain liable for their subscription for the then current year and shall not be entitled to be repaid any part of any subscription paid by them.
- c) The resignation shall become effective on the date on which it is accepted by the Chief Executive 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 or affiliates) from the date of the resignation notice; or
  - ii. there is no complaint being investigated by the Conduct Committee.

**Proceedings****10.**

The stages of a complaint that are detailed within these Proceedings (not all stages of a complaint are always reached and can be adjourned, at any stage, for further investigation) are as follows:

- a) To receive the complaint, member's or affiliate's response and complainant(s)'s final comments.
- b) Complaint Evaluation by the Honorary Secretary, Chief Executive and if considered necessary one Member (see clauses 15 to 17 of the Conduct and Disciplinary Procedures).
- c) Complaint Review by the Conduct Committee.
- d) Determine whether there is a case to answer in respect of any of the clauses raised in the complaint.
- e) Hearing.
- f) Determine whether the member or affiliate is in breach of any of the clauses raised in the complaint.
- g) Request an application to appeal.
- h) An appeal by independent tribunal.

**11.**

The Conduct Committee shall have the power to undertake the following actions:

- a) Investigate the conduct of any member or affiliate against whom a complaint has been received.
- b) Upon investigation, determine whether the complaint shall be extended with additional alleged breaches of the Code of Conduct; and/or
  - i. determine whether a separate complaint shall be raised by the Institute; and
  - ii. determine whether the member or affiliate is in breach of any of the clauses raised in the complaint.
- c) Appoint a barrister or solicitor to act as a legal adviser, as detailed in Schedule 1 hereto onto the Conduct Committee.
- d) Determine whether the member or affiliate is in breach of any of the clauses raised in the complaint.
- e) Determine disciplinary sanction as set out in the Schedule 1 hereto.

**12.**

The Conduct Committee shall approve the format and guidance notes for the complaint process.

**13.**

A complainant(s) who has made allegations of a breach of the Institute's Code shall be:

- a) provided with guidance on the Institute's complaint process and strict timeframes, which will include the Conduct and Disciplinary Procedures;
- b) warned that any statement they may make could be used as evidence by the Conduct Committee;
- c) advised that, as part of the Complaints Procedure, their responses, statements and supporting documentation shall be copied to the member or affiliate;
- d) informed that the time limit within which a response is required from either party may be extended on application in writing to the Honorary Secretary, who may grant such an extension if, in their opinion, there is good and sufficient evidence for the request;



- e) informed that once the complaint, the members' or affiliates' response and final comment has been received along with supporting documentation, in all cases, the Honorary Secretary, Chief Executive and (if required) another Member shall evaluate the complaint (see clauses 15 to 17 of the Conduct and Disciplinary Procedures);
- f) informed that having satisfied the Complaint Evaluation (clause 13e) above), the complaint will be reviewed by the Conduct Committee, this may include additional information requested at the Complaint Evaluation (see clauses 19 to 23 of the Conduct and Disciplinary Procedures);
- g) given at least 28-days' (or 35-days' for complainants resident overseas) notice in writing of the day, place and time appointed for the Hearing by the Conduct Committee;
- h) informed that the venue for the Hearing may be changed on application in writing to the Honorary Secretary, who may grant such a change if, in their opinion, there are compelling grounds for the change;
- i) heard either in person or by a nominated representative as a witness, before the Conduct Committee to give oral evidence. However, no complainant(s) may be represented before the Conduct Committee unless a minimum of 21-days' (or 28- days' for complainants residents overseas) notice has been given to the Honorary Secretary in writing outlining details of the representative(s) and their relationship to the complainant(s);
- j) sent a complete copy of the Schedule of Evidence being considered by the Conduct Committee at the Hearing, should one be scheduled, as detailed in Schedule 1 hereto, if it is determined that there is a case to answer; and
- k) sent a copy of the Conduct and Disciplinary Procedures.

#### **14.**

A member or affiliate against whom a complaint has been made shall be:

- a) informed that the Chief Executive will not accept tenders of resignation until the complaint has been concluded;
- b) warned that any statement they may make could be used as evidence by the Conduct Committee;
- c) advised that as part of the Complaints Procedure, their responses, statements and supporting documentation shall be copied to the complainant(s);
- d) informed of the complaint in writing and be given the opportunity to respond in writing, which shall be sent to the Honorary Secretary within 28-days (or 35-days for members or affiliates resident overseas);
- e) informed that their response, together with the supporting documentation shall be sent to the complainant(s) for further comment. The complainant(s) shall make further comment within 14-days (or 21-days for complainants resident overseas);
- f) informed that the time limit within which a response shall be made by either party may be extended on application in writing to the Honorary Secretary, who may grant such an extension if, in their opinion, there are compelling grounds for the request;
- g) informed that, once the complaint, the members' or affiliates' response and final comment has been received along with supporting documentation, in all cases, the Honorary Secretary, Chief Executive and (if required) another Member shall evaluate the complaint (see clauses 15 to 17 of the Conduct and Disciplinary Procedures);
- h) informed that having satisfied the Complaint Evaluation (clause 14g) above), the complaint will be reviewed by the Conduct Committee, this may include additional information requested at the Complaint Evaluation Process (see clauses 19 to 23 of the Conduct and Disciplinary Procedures);
- i) given at least 28-days' (or 35-days' for members or affiliates resident overseas) notice in writing of the day, place and time appointed for the Hearing by the Conduct Committee;
- j) informed that the venue for the Hearing may be changed on application in writing to the Honorary Secretary, who may grant such a change if, in their opinion, there are compelling grounds for the change;
- k) sent a complete copy of the Schedule of Evidence being considered by the Conduct Committee at the Hearing, as detailed in Schedule 1 hereto if it is determined that there is a case to answer;
- l) informed that they and/or their nominated representative(s) may elect to attend in person before the Conduct Committee and make explanation, (but not to be present during the Conduct Committee's deliberations);
- m) advised that the complainant(s) may elect to attend in person as a witness before the Conduct Committee; and
- n) sent a copy of the Conduct and Disciplinary Procedures.

#### **15.**

In all cases the Honorary Secretary together with the Chief Executive shall review the complaint, the Complaint Evaluation, to determine if:

- a) further information or clarification is required in preparation of the case for the Complaint Review;
- b) the complaint should be extended with additional alleged breaches of the Code of Conduct; and/or
- c) a separate complaint should be raised by the Institute.

Another Chartered Member may be invited to participate in the Complaint Evaluation together with the Honorary Secretary and Chief Executive if, for example, local jurisdictional knowledge is required that is outside the scope of the Honorary Secretary and Chief Executive.



- 16.**  
There shall be no power within the Complaint Evaluation to determine that there is no case to answer.
- 17.**  
All cases shall be subject to the Complaint Evaluation within a reasonable timeframe.
- 18.**  
All parties to the complaint will be kept informed.
- 19.**  
Unless already determined within the Complaint Evaluation the first duty of the Conduct Committee at a Complaint Review is to determine whether there is a prima facie case for the member or affiliate to answer. For this purpose, the Conduct Committee shall not hold a Hearing but will consider each alleged breach forming the complaint together with its supporting documents and the member's or affiliate's response and if satisfied that a prima facie case has been established, shall notify the member or affiliate and the complainant(s) accordingly with the details of the date of the Conduct Committee Hearing which shall hear the complaint.
- 20.**  
The Conduct Committee has the authority to seek further clarification or evidence before making its determinations.
- 21.**  
The Conduct Committee has the authority to adjourn the Complaint Review or Hearing if considered necessary.
- 22.**  
The Conduct Committee has the authority to extend the complaint with additional alleged breaches of the Code of Conduct.
- 23.**  
The Conduct Committee has the authority to formulate a separate complaint against the member or affiliate.
- 24.**  
A member or affiliate against whom a complaint has been raised for consideration by the Conduct Committee shall have a right to be heard either in person or by a nominated representative, to call witnesses on their own behalf and to examine and cross-examine any witness called before the Conduct Committee to give oral evidence. However, no member or affiliate may be represented before the Conduct Committee unless a minimum of 21-days' (or 28-days' for members or affiliates resident overseas) notice has been given to the Honorary Secretary in writing outlining details of the representative(s) and their relationship to the member or affiliate.
- 25.**  
Once the complaint has been referred to the Conduct Committee it has the authority during the Complaint Review or Hearing to decide that there is no case to answer in which circumstance there shall be no right to request an appeal of this decision.
- 26.**  
If at the Hearing the Conduct Committee considers the complaint to be proved, it shall then agree the appropriate disciplinary sanction to be imposed against the member or affiliate (see clause 20, Schedule 1 of the Conduct and Disciplinary Procedures).
- 27.**  
The reasoned decision of the Conduct Committee shall be notified in writing to the member or affiliate and the complainant(s) by the Honorary Secretary.
- 28.**  
The disciplinary action shall take immediate effect.
- 29.**  
The parties shall be informed of the appeals procedure, the grounds for requesting an appeal and the applicable time limits.



**30.**

The appeals procedure shall be independent from the Institute. Its operation shall be approved by the Board.

**31.**

No publication of the disciplinary action shall be made until the (28-days or 35-days for members or affiliates and complainants resident overseas) period for commencing the appeals procedure has elapsed.

**32.**

Once the period (28-days or 35-days for members or affiliates and complainants resident overseas) for commencing the appeals procedure has elapsed and no request for an appeal has been made, the decision shall be published in the Institute's journal and on its website giving the name, registration number of the member, the clause(s) of the Code breached by the member or affiliate and the disciplinary action taken.

**33.**

The decision will be published on the Institute's website for the periods as determined by the Conduct Committee in relation to each disciplinary sanction.

**34.**

The Committee may determine to report the decision outside of the Institute, if considered appropriate for the particular circumstances.

**35.**

A report on Conduct Committee decisions shall be collated for the Board detailing the name, member or affiliate registration number, the complaint and the summary of findings and its disciplinary sanction. If a request for an appeal is made the Board shall be advised.

**36.**

Save as provided for in clauses 31 to 35 no disclosure of any kind shall be made by any member of the Conduct Committee to any person concerning any matter which is or has been the subject of a complaint. Proceedings of the Conduct Committee in regard to discipline shall be held in private unless the Board on the recommendation of the Conduct Committee shall decide otherwise, to ensure compliance with any legal obligation.

**37.**

The proceedings for hearing and determining a complaint shall be conducted in accordance with the Disciplinary Procedure Directions set out in Schedule 1 hereto.

## Schedule One

### Disciplinary Procedure Directions

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#### Responsibilities of the legal adviser

1. It shall be the duty of any legal adviser appointed by the Conduct Committee for the Hearing of the complaint under the Conduct and Disciplinary Procedures:
  - a) to take notice of:
    - i. the Laws of the Institute;
    - ii. the complaint;
    - iii. the response of the member or affiliate to the complaint;
    - iv. the final comment of the complainant(s); and
    - v. any other evidence which the Honorary Secretary may specify and which is pertinent to the proceedings;
  - b) to inform the Conduct Committee of any irregularity in the conduct of the proceedings relating to the complaint which may come to their notice and to advise the Conduct Committee where it appears to them that, but for such advice, there is a possibility of injustice or a miscarriage of justice;
  - c) to advise the Conduct Committee on any question of law or the admission of evidence arising in the proceedings which they may refer to them; and
  - d) to tender advice on any question of regularity, justice, law or admissibility of evidence arising in the proceedings which the Honorary Secretary may specify.

#### Submission of Response to the Complaint

2. The written response of the member or affiliate to which the Conduct and Disciplinary Procedures refer shall be in the "members' or affiliates' response form" or other form prescribed by the Honorary Secretary and signed by the member or affiliate.
3. If the member or affiliate intends to defend the complaint, they shall state their defence in their written response, and at the same time they shall provide any supporting evidence.
4. The member or affiliate shall provide in writing such additional information as may be reasonably required by the Conduct Committee or by the Honorary Secretary.
5. The member or affiliate shall give 21-days' (or 28-days' for members or affiliates resident overseas) notice in writing if they intend to call witnesses.
6. The member or affiliate shall be advised if the complainant(s) elects to attend and/or have representation.
7. The complainant(s) shall be advised if the member or affiliate elects to attend and/or have representation.
8. The complainant(s) may attend and will be treated as a witness for the purpose of the proceedings.
9. The complainant(s) shall give 21 days' (or 28-days' for complainants resident overseas) notice in writing if they, or a nominated representative, wish to attend the member's or affiliate's Hearing.
10. Both the member or affiliate and complainant(s) must advise in writing if there are any access and/or disability issues to be considered in order for them and/or their nominated representative and/or witness to attend.



**11.**  
The member or affiliate and the complainant(s) shall receive the Schedule of Evidence to be considered at the Hearing by the Conduct Committee.

**Attendance of witnesses**

**12.**  
Witnesses shall not be called without permission of the Conduct Committee, who may require the member or affiliate, or any person acting for the member or affiliate, to indicate the matter on which the proposed witness is to give evidence, to enable the Conduct Committee to decide whether such matter is pertinent to the proceedings and whether the Conduct Committee will accept the evidence without further proof.

**Arrangements for the Hearing**

**13.**  
When the member or affiliate and/or the complainant(s) elects to attend in person, and/or elects to have representation, the order in accordance with which the Hearing of a complaint will normally proceed shall be as follows:

- a) The member or affiliate and their nominated representative, if one is in attendance, will be called before the Conduct Committee.
- b) The Conduct Committee will make themselves known to the member or affiliate.
- c) If the member or affiliate is accompanied by others they will make them known to the Conduct Committee, or the person by whom the member or affiliate wishes to be represented will make themselves and those with them known to the Conduct Committee.
- d) The procedure to be followed will be explained by the Conduct Committee.
- e) The clause(s) that have been allegedly breached by the member or affiliate will be read and the Schedule of Evidence will be taken into consideration.
- f) The member or affiliate, or their nominated representative in attendance is invited to provide a statement in response to the complaint and the alleged breaches of the Code.
- g) The Conduct Committee will put to the member or affiliate any questions arising from the Schedule of Evidence that the Conduct Committee considers pertinent.
- h) Any witnesses will be called to give evidence and answer questions as directed by the Conduct Committee. The member or affiliate or their nominated representative will have the opportunity to ask questions of the witnesses.
- i) The member or affiliate or their representative will be given the opportunity to address the Conduct Committee.
- j) After the Conduct Committee has heard the member or affiliate (or their representative) and any witnesses, the member or affiliate (or any person with them) will be informed that the Conduct Committee will make its decision and all parties to the complaint will be notified of the decision, in writing, following the Hearing.

**14.**  
The complainant(s), the member or affiliate and their representatives (if applicable) are invited to attend the Hearing.

- a) If the member or affiliate and/or the complainant(s) elects not to attend or have representation at the Hearing, the Conduct Committee will hold the Hearing in their absence.
- b) In the event of any party failing to appear at the Hearing, the Conduct Committee may dispose of the case without the attendance of any parties.

**15.**  
The Conduct Committee has the power to order a re-Hearing or an adjournment during the course of the complaint:

- a) if the member or affiliate did not appear and was not represented at the Hearing when they had elected to attend and/or have representation; or
- b) if the Conduct Committee is advised by its Legal Adviser of any outstanding issues that are required to be resolved prior to the Hearing.

**16.**  
The Conduct Committee shall take reasonable steps to accommodate the member or affiliate and/or the complainant(s) if they wish to attend the Hearing but require an alternative date or venue. The decision to reschedule or change the venue of the Hearing shall be taken by the Honorary Secretary if in their opinion there are compelling grounds following a written application by the member or affiliate, or complainant(s) providing evidence to substantiate the request.

**Requirements for an Adjourned Hearing****17.**

Where a Hearing has been adjourned it may be resumed by a subsequent Hearing of the Conduct Committee provided it is comprised, wherever possible, of the same persons.

**18.**

The Conduct Committee, at a subsequent Hearing, may take notice of evidence or decisions recorded in the minutes of the adjourned Hearing.

**Other Powers of Direction for the Conduct Committee****19.**

The Conduct Committee may direct that a member or affiliate be referred to the Chief Executive for consideration of whether practice advice and/or training should be recommended to that member or affiliate. Such a direction would not constitute a disciplinary sanction for the purposes of Schedule Two of the Conduct and Disciplinary Procedures and would not be published. There is no right of appeal against such a direction.



## Schedule Two

### Schedule of Disciplinary Sanctions

#### members

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##### **SECTION A**

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

1. When a complaint is proved, the Conduct Committee shall agree one of the following disciplinary sanctions for each breach of the Code of Conduct:
  - a) To reprimand the member.
  - b) To exclude the member 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.)
  - c) To expel the member from the Institute.

#### affiliates

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##### **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).

2. When a complaint is proved, the Conduct Committee shall agree one of the following disciplinary sanctions for each breach of the Code of Conduct:
  - a) To reprimand the affiliate.
  - b) To exclude the affiliate from association with the Institute for a fixed period with or without a recommendation for re-application.
  - c) To expel the affiliate from any future association with the Institute.

##### **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.

3. When a complaint is proved, the Conduct Committee shall agree one of the following disciplinary sanctions for each breach of the Code of Conduct:
  - a) To reprimand the affiliate.
  - b) To exclude the affiliate from association with the Institute for a fixed period with or without a recommendation for re-application.
  - c) To expel the affiliate from any future association with the Institute.

**END**





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