

2019 AGM Resolutions

As required by the Laws of the Institute, every member has been sent a copy of these Resolutions to be debated at the Annual General Meeting on Saturday 9 November 2019 at 200 SVS, 200 St Vincent St, Glasgow, G2 5RQ. The formal convening notice for the meeting was published in *Architectural Technology Journal* (issue number 130, summer 2019).

Each Region and Centre will be sending Voting Delegates to 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 they will be representing; contact details can be found on the website. Alternatively, as a member 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 inform Rochae Cook-Anderson, Events & Administrative Assistant at Central Office.

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

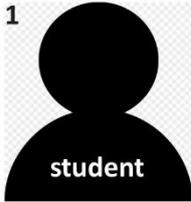
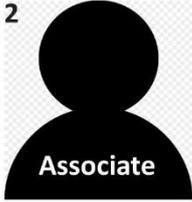
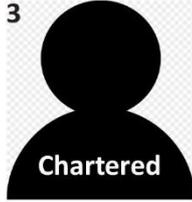
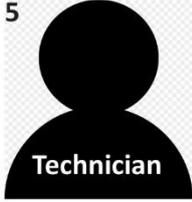
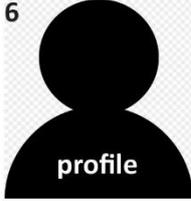
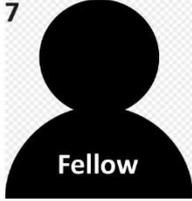
Francesca Berriman MBE HonDTech
Chief Executive

19 September 2019

The Resolutions

- Resolution 1** 'To amend the Bye-laws, Conduct and Disciplinary Procedures and Code of Conduct to be gender neutral.'
- Resolution 2** 'That under Bye-law 4. the Institute introduces a new class of membership: Fellow, with the privilege to use the post nominal letters, FCIAT.'
- Resolution 3** 'That under Bye-law 4. the Institute introduces a new class of membership: Honorary Fellow, with the privilege to use the post nominal letters, HonFCIAT.'
- Resolution 4** 'That the Charter and Bye-laws be amended for the addition of the new class of membership: Fellow.'
- Resolution 5** 'That the Bye-laws be amended for the addition of the new class of membership: Honorary Fellow.'
- Resolution 6** 'That the Code of Conduct be amended for the addition of the new class of membership: Fellow, and the implementation of the affiliate status.'
- Resolution 7** 'That the Conduct and Disciplinary Procedures be amended for the addition of the new class of membership: Fellow, and the implementation of the affiliate status.'
- Resolution 8** 'That the Institute introduces the descriptor *CIAT Chartered Practice*.'
- Resolution 9** 'That the Charter and Bye-laws be amended to provide for the use of '*CIAT Chartered Practice*' as a descriptor.'
- Resolution 10** 'That the Code of Conduct be amended to provide for the use of '*CIAT Chartered Practice*' as a descriptor.'
- Resolution 11** 'That the Charter, Bye-laws, Code of Conduct and Conduct and Disciplinary Procedures be amended to improve consistency, language and currency of references.'

Proposed new membership structure:

| | | | | |
|--|--|---|---|---|
| <p>1</p>  <p>student</p> <p>no change</p> | <p>2</p>  <p>Associate</p> <p>no change</p> | <p>3</p>  <p>Chartered</p> <p>no change</p> | <p>4</p>  <p>affiliate</p> <p>a new status</p> | <p>5</p>  <p>Technician</p> <p>to cease use in favour of Associate and affiliate</p> |
| <p>6</p>  <p>profile</p> <p>to cease use in favour of affiliate</p> | <p>7</p>  <p>Fellow</p> <p>a new class</p> | <p>8</p>  <p>Honorary member</p> <p>to cease use</p> | <p>9</p>  <p>Honorary Fellow</p> <p>a new class</p> | |

Resolution 1

[Special Resolution]

‘To amend the Bye-laws, Conduct and Disciplinary Procedures and Code of Conduct to be gender neutral.’

All references to him/he/his/Chairman to be amended to be gender-neutral, to avoid bias toward a particular sex or social gender.

If approved, the updated documents will become effective in conjunction with all other Resolutions, as approved, and on subsequent approval by The Privy Council.

The Charter does not require amendment.

The amendments are shown in Appendices 2, 3 and 4 in orange.

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 under Bye-law 4. the Institute introduces a new class of membership: Fellow, with the privilege to use the post-nominal letters, FCIAT.’

Following a comprehensive review of all the membership classes, it is recommended that a new class of Fellow is introduced.

The award of Fellow and the use of the post-nominal letters, FCIAT, enables additional recognition for Chartered Architectural Technologists for their excellence and/or for their significant contribution to the advancement of the discipline, profession or practice of Architectural Technology. This proposed class complements the Chartered Architectural Technologist qualification and is an aspirational achievement for such Members to further demonstrate their skills, roles and functions.

Introduction of Fellow membership will provide and facilitate an increased profile, stature and recognition of the discipline, profession, members and CIAT, both nationally and internationally. It will assist with the retention of members, provide an enhanced business model, as well as offer Chartered Members the opportunity to complement their professional qualification and demonstrate career achievements in the discipline and profession.

The intention is that Fellow Member, FCIAT, is an award to recognise the Chartered Architectural Technologist who has enhanced their career and the profession of Architectural Technology set within the Fellow criteria, approved by the Executive Board. Fellow will have the same obligations under the Charter, Bye-laws, Regulations, Code of Conduct and other approved requirements as all other classes of membership.

Fellows would describe themselves as:

‘Sharon Woodhouse Chartered Architectural Technologist, FCIAT’

It is important to note that Chartered Architectural Technologist will remain the Institute’s highest level of professional qualification.

Background

The Resolution to introduce a Fellow Member forms part of the wider Membership Grade (class) Review; a year-long project led by the Membership Grade Review Group, and is a direct result of the Institute’s growth and continued success. It prepares for future challenges and development, ongoing growth and expansion of the discipline and profession within the UK and globally.

As part of the research stage of the Membership Grade (class) Review, the Group compared and contrasted the Institute’s classes of membership and structure with other professional bodies (within and outwith the built environment), of which 28 of the 29 organisations offered Fellow/Fellowship within their membership structure.

CIAT is the only institute within the built environment sector yet to offer Fellow/Fellowship and as such, there is a potential risk that Members may choose another institute which offers recognition at this level; such Members may also be targeted by other bodies. Parity of membership grades (classes), including Fellow, with sister institutes is integral to our future profile and influence.

The relevant standards, criteria and processes are being developed by the Education Department in collaboration with the Review Group to be submitted for approval by Executive Board.

The difference between Chartered and Fellow:

Chartered Architectural Technologist, MCIAT is a professional qualification achieved when Members demonstrate their underpinning knowledge, experience and competence attained through practical experience and professionalism. This is assessed via a formal process which includes a Member Panel, assessing the Professional Assessment application and documentary evidence, and a Professional Assessment Interview, measured against CIAT's Professional Standards Framework, to the satisfaction of trained and moderated Assessors.

Members who have satisfied the Institute's standards of education, and who have demonstrated appropriate practical experience and professionalism, including adhering to the Code of Conduct and its Continuing Professional Development requirements, will be awarded the professional qualification and protected descriptor 'Chartered Architectural Technologist, MCIAT' and authorised to use its title and post-nominal designation.

Fellow, FCIAT is a class of membership awarded to recognise how a Chartered Member has developed themselves professionally, and for the betterment of the profession and discipline of Architectural Technology. FCIAT recognises a Member's achievements, and that the Member has demonstrated the key attributes of leadership, excellence and contribution to the built environment.

It is essential for the future development of the discipline, profession, members and Institute and aligns to the Strategic and Corporate Plans.

Future proofing the Institute in its sixth decade is vital and the Grade (class) Review proposals will streamline and expand the opportunities in the discipline for those who want to be part of CIAT.

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 under Bye-law 4. the Institute introduces a new class of membership: Honorary Fellow, with the privilege to use the post nominal letters, HonFCIAT.’

Currently, Honorary membership, HonMCIAT may be awarded to an individual for their work of distinction or outstanding service to the Institute. Honorary membership will cease to be awarded and current Honorary members will remain as Honorary members.

Honorary Fellow, HonFCIAT will supersede Honorary member, HonMCIAT. HonFCIAT would be awarded to a distinguished individual:

- with pre-eminence in their field; or
- for significant contribution to the profession; or
- with a significant and ongoing relationship with the profession.

Background

The Resolution to introduce Honorary Fellow as a new class of member is part of the wider Membership Grade (class) Review which has been a year-long project and is a direct result of the Institute’s growth and continued success. It prepares for future challenges and development, ongoing growth and expansion of the discipline and profession within the UK and globally.

The Review considered the option of two classes for Honorary status, the current Honorary member and proposed Honorary Fellow. It was considered that only one Honorary class was necessary, that of Honorary Fellow. This would prevent confusion and not dilute their individual value.

Chartered Architectural Technologist, MCIAT is a competency-based professional qualification unlike the proposed Honorary Fellow, HonFCIAT. To include the MCIAT designation in an Honorary membership grade, HonMCIAT, could cause confusion in that the recipient has a competency based qualification awarded by the Institute.

The difference between Fellow, FCIAT and Honorary Fellow, HonFCIAT:

- Fellow, FCIAT is a class of membership which is applied for by Chartered Architectural Technologists. This is via a formal assessment process and fee with successful applicants paying an increased annual subscription, agreed by Executive Board. It will enhance and complement the Chartered Architectural Technologist qualification.
- Honorary Fellow, HonFCIAT is open to members and non-members by invitation only (determined by the Institute) with no assessment, fee or subscription.

Honorary Fellow has no relation to, or impact to or upon, the Gold Award. The Gold Award is to be refined to provide for Members who have given distinguished service to the Institute (an internal facing award). This refinement will be approved by Council at its meeting in March 2020. It does not require approval at an AGM.

The introduction of Honorary Fellow provides for a balanced membership structure and for the future development of the discipline, profession, members and Institute which aligns to the Strategic and Corporate Plans.

Future proofing the Institute in its sixth decade is vital and the Grade (class) Review proposals will streamline and expand the opportunities in the discipline for those who want to be part of CIAT.

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 the Charter and Bye-laws be amended for the addition of the new class of membership: Fellow.'

In support of Resolution 2, the Charter and Bye-laws have been amended, see Appendices 1 and 2.

Amendments to allow the introduction of the new class of membership: Fellow are detailed in **red**.

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]

'That the Bye-laws be amended for the addition of the new class of membership: Honorary Fellow.'

In support of Resolution 3, the Bye-laws have been amended, see Appendix 2.

Amendments to allow for the introduction of the new class of membership: Honorary Fellow are detailed in **purple**.

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]

In support of Resolutions 4 and 5

Technician class and profile candidate will be withdrawn from use but remain referenced in the Charter (Technician only) and Bye-laws.

Honorary member will be withdrawn from use but will remain referenced in the Bye-laws.

Retention of these classes of membership is to ensure an effective transition and to future proof any subsequent need to review the grades and to sustain any strategic or business case for change.

The Amendments are shown in Appendices 1 and 2.

Legend for all amendments:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

Resolution 6

[Special Resolution]

‘That the Code of Conduct be amended for the addition of the new class of membership: Fellow, and the implementation of the affiliate status.’

In support of the introduction of the Fellow class of membership, Resolution 2 and the implementation of affiliate status, the Conduct and Disciplinary Procedures have been amended and split into three sections.

Affiliate status is not a class of member. The rights and privileges for affiliates will differ. The Code of Conduct, as amended, provides for the Conduct of both a class of member and those who join as an affiliate, whether as an individual, group or body corporate. The Bye-laws already provide for the introduction of affiliate status (current Bye-law 20, future Bye-law 21).

Section A:

For membership classes.

Section B:

Architectural Technology professionals who:

- do not satisfy the academic standard criteria for membership; and/or
- are offering services directly to clients via self-employment (as defined in the Code of Conduct).

Section C:

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.

Group or body corporates:

For those 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.

Amendments to allow the introduction of the new class: Fellow are detailed in **red**.

N.B. Technician member and profile candidate will be withdrawn from use but will remain in the Charter (Technician only) and Bye-laws.

In relation to the Technician member and profile candidate, the Code of Conduct (effective 1 March 2019), will remain in operation during the transitional process up to 31 December 2021.¹ Retention of these classes of membership is to ensure an effective transition and to future proof any subsequent need to review the classes to sustain any strategic or business case for change.

The Amendments are shown in Appendix 3.

Legend for all amendments:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

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]

¹ Subject to Executive Board's approval of the transition timeline

Resolution 7

[Special Resolution]

'That the Conduct and Disciplinary Procedures be amended for the addition of the new class of membership: Fellow, and the implementation of the affiliate status.'

In support of the introduction of Fellow grade and implementation of affiliate status, the Code of Conduct has been amended and split into three sections.

The Bye-laws already provide for the introduction of affiliate status (current Bye-law 20, future Bye-law 21).

Section A:

For membership classes

Section B:

Architectural Technology professionals who:

- do not satisfy the academic standard criteria for membership; and/or
- are offering services directly to clients via self-employment (as defined in the Code of Conduct).

Section C:

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.

Group or body corporates:

For those 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.

N.B. Technician member and profile candidate will be withdrawn from use but will remain in the Charter (Technician only) and Bye-laws.

In relation to the Technician member and profile candidate, the Conduct and Disciplinary Procedures effective 1 March 2019, will remain in operation during the transitional process up to 31 December 2021².

Retention of these classes of membership is to ensure an effective transition and to future proof any subsequent need to review the classes to sustain any strategic or business case for change.

The Amendments are shown in Appendix 4.

Legend for all amendments:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

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]

² Subject to Executive Board's approval of the transition timeline

Resolution 8**[Special Resolution]****'That the Institute introduces the descriptor *CIAT Chartered Practice*.'**

Since CIAT was Incorporated by Royal Charter in 2005, there has been a view that it would be a positive step to replace the 'Registered Practice' with 'CIAT Chartered Practice' for Chartered Members who are running a practice as a sole practitioner, partner, director or LLP member.

Any Chartered Member offering and providing services direct to clients must register as a practice and comply with the Requirements for CIAT Registered Practices. These Requirements are approved by Executive Board. This is a mandatory requirement. Any Chartered Member who fails to register will be in breach of the Code of Conduct and referred to the Conduct Committee for investigation. This mandatory requirement will continue.

As a Chartered Body, CIAT has the authority to award the Chartered Architectural Technologist status. To complement this, the intention is to add the authority to award 'CIAT Chartered Practice' status and use of the descriptor for one or more Chartered Architectural Technologists (only) who are running a practice as a sole practitioner, partner, director and LLP member. To gain registration, the same mandatory Requirements, currently in place, must be complied with which include: completing the registration form, obtaining and maintaining adequate professional indemnity insurance, approval of the practice business stationery and complying with obligations within the Code of Conduct when providing services.

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 9**[Special Resolution]****'That the Charter and Bye-laws be amended to provide for the use of '*CIAT Chartered Practice*' as a descriptor.'**

Appendices 1 and 2 contains the amendments to the Charter and Bye-laws which are in **Green**.

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 10**[Special Resolution]****'That the Code of Conduct be amended to provide for the use of '*CIAT Chartered Practice*' as a descriptor.'**

Appendix 3 contains the amendments to the Code of Conduct which are in **Green**.

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 11

[Special Resolution]

'That the Charter, Bye-laws, Code of Conduct and Conduct and Disciplinary Procedures be amended to improve consistency, language and currency of references.'

During the review process, the Review Group has taken the opportunity to amend the Charter, Bye-laws, Code of Conduct and Conduct and Disciplinary Procedures to improve consistency, language and currency of references. It is not a review of the substance of these documents. Amendments are in **dark brown**.

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

Legend:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

ROYAL CHARTER OF INCORPORATION, AND BYE-LAWS, FOR THE CHARTERED INSTITUTE OF ARCHITECTURAL TECHNOLOGISTS

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS an humble Petition has been presented unto Us by the Company incorporated in the year of our Lord One thousand nine hundred and seventy-five under the Companies Acts and known as "the British Institute of Architectural Technologists" (hereinafter called the "**Company**") praying for the grant of a Charter of Incorporation:

AND WHEREAS We have taken the said Petition into Our Royal Consideration and are minded to accede thereto:

NOW THEREFORE KNOW YE that We, by virtue of Our Prerogative Royal and of Our especial grace, certain knowledge and mere motion have willed and ordained and by these Presents for Us, Our Heirs and Successors do will and ordain as follows:

1. The persons who are now the members of the Company and all such persons as shall hereafter pursuant to this Our Charter and the Bye-laws become members of the Body Corporate hereby constituted and their successors, shall for ever hereafter be by virtue of these Presents one Body Corporate and Politic by the name of "**the Chartered Institute of Architectural Technologists**" (hereinafter referred to as the "**Institute**") and by the same name shall have perpetual succession and a Common Seal, with power to break, alter and make anew the said Seal from time to time at their will and pleasure and by the same name shall, and may, sue and be sued in all Courts, and in all manner of actions and suits and shall have power to do all other matters and things incidental or appertaining to a Body Corporate.
2. The objects of the Institute (hereinafter referred to as the "objects") shall be
 - a) to promote, for the benefit of society, the science and practice of architectural technology;
 - b) to facilitate the development and integration of technology into architecture and the wider construction industry to continually improve standards of service for the benefit of industry and of society;
 - c) to uphold and advance the standards of education, competence, practice and conduct of members of the Institute thereby promoting the interests, standing and recognition of Chartered Members within the industry and the wider society.

3. In pursuance of the objects, but not further or otherwise, the Institute shall have the following powers:
- (a) to conduct, encourage or promote the conduct of research to challenge and further the boundaries of the science and practice of Architectural Technology, to disseminate the useful results of such research, and to provide facilities for study, research and education;
 - (b) to prescribe standards of education, training and experience in architectural technology and to hold or cause to be held examinations and other tests, and to award or promote the award of certificates and diplomas: PROVIDED that no such certificate or diploma shall purport to be issued by or under government authority, or purport to be a national qualification, without the prior approval of, or accreditation by, the **relevant Government Department responsible for** Education and Skills and/or the appropriate devolved administration, or the appropriate regulatory body for qualifications;
 - (c) to institute, establish and promote educational and training courses, scholarships grants, awards and prizes;
 - (d) to establish and maintain libraries and collections, and provide public access to them, and to collect information whether or not on a basis restricted by agreement with the provider thereof;
 - (e) to hold conferences, meetings and seminars and other events and to promote the reading of learned papers;
 - (f) to encourage communication and discussion relating to the continual advancement of technical, educational and professional standards within the science and practice of Architectural Technology including, but not limited to, standards of professional conduct;
 - (g) to publish, produce and distribute or assist in the publication, production or distribution of films, recordings, and any form of written, printed or electronic communication and to advertise in any manner expedient for the objects;
 - (h) to encourage the undertaking of voluntary work in the interests of the Institute;
 - (i) to consult, or co-operate with any authority, institution or other body within Our United Kingdom or elsewhere;
 - (j) to establish, regulate and dissolve sub-divisions of the Institute in any part of the world;
 - (k) to acquire, construct, alter, equip, maintain or manage any building, lecture hall, library, or office and to acquire or dispose of any land for the purposes of the Institute, and to insure any building owned or occupied by the Institute against any eventuality or liability;
 - (l) to purchase, take on lease or licence, borrow, hire or otherwise acquire any real or personal property and, subject to such consents as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Institute;
 - (m) to take over and acquire all the property and assets of the Company and to assume the obligations of the Company and to do all such acts and things as may be incidental thereto;
 - (n) to seek and accept (or disclaim) any gift, donation or legacy, property or other asset;

- (o) to deal in any way with promissory notes, bills of exchange and other instruments of any kind, whether or not transferable, and to operate bank accounts in the name of the Institute;
- (p) to carry on trade in furtherance of the objects or for purposes ancillary or incidental thereto;
- (q) subject to such consents as may be required by law, to borrow money and to obtain any form of credit or finance, whether on the security of any or all of the property of the Institute, or without security;
- (r) to appoint and delegate powers to investment managers, and to invest the funds of the Institute not immediately required for its purposes in such manner as may be prescribed by or under the Bye-laws;
- (s) to accept and secure the discharge of obligations and liabilities;
- (t) to make arrangements for the remuneration and other benefits of employees.
- (u) to indemnify, and to provide indemnity insurance in respect of, any member or members of the Board for any liability which would otherwise attach to them for negligence, default or breach of trust or duty whilst acting with the Board's authority; provided that such insurance shall not extend to any claim arising from any act or omission which the member or members knew to be a breach of trust or duty or which was committed in reckless disregard of whether it was a breach of trust or duty, nor to the costs of an unsuccessful defence to a criminal prosecution brought against members of the Board in their capacity as trustees;
- (v) to undertake and carry out any charitable trusts or agencies;
- (w) to procure that, subject to the laws of the country concerned, the Institute be registered or recognised in any part of the world;
- (x) to establish and support, or aid in the establishment and support of, or become a member of any association or institution having objects similar to those of the Institute and to subscribe or guarantee money for purposes calculated to further its objects;
- (y) to enter into, and to give effect to, agreements or arrangements of any kind with charitable or other institutions whose objects are not repugnant to this Our Charter whereby:
 - (i) activities shall be carried on in co-operation;
 - (ii) any such institution shall be or become incorporated in, federated or affiliated to, associated with or recognised for any purpose by the Institute, or the Institute shall become affiliated to, associated with or recognised for any purpose by, any such institution:

provided that no incorporation of the Institute in any other institution and no incorporation of any other institution (except the Company) in the Institute shall be effected without the approval of the Lords of Our Most Honourable Privy Council of which approval a Certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence; and

- (z) to do such other lawful acts and things (including the promotion of a Bill or Bills in Parliament), whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects.

4. (a) The income and property of the Institute shall be applied solely towards the promotion of the objects as set forth in this Our Charter as amended or added to in the manner hereinafter provided and shall not be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to its members, provided that nothing herein contained shall prevent the payment in good faith by the Institute:
- (i) of reasonable and proper remuneration to any member, officer or servant of the Institute in return for any services actually rendered to the Institute as prescribed by the Bye-laws and Regulations;
 - (ii) of interest at a rate not exceeding a reasonable and proper rate on money lent or reasonable and proper rent for premises demised or let by any member of the Institute;
 - (iii) of reasonable out of pocket expenses to any member of the Board or Council Forum;
 - (iv) of professional fees to any member of the Board or Council Forum or to any firm or body corporate in which such member is beneficially interested, for services rendered to the Institute when instructed by the Board to act in a professional capacity on behalf of the Institute; or remuneration to any member of the Board for services rendered to the Institute (including services rendered as such member)
- PROVIDED that:
- (a) such member shall not be present or take part in any discussion or decision relating to such fees or remuneration;
 - (b) any decision to pay fees to or to remunerate such member shall require a unanimous vote of the other members present and voting at the meeting at which the decision is made;
 - (c) the other members are satisfied that the level of fees or remuneration is proper and reasonable having regard to the services rendered;
 - (d) the other members are satisfied that the engagement of such member's services is expedient in the interests of the Institute having regard to their ability, qualifications and experience; and
 - (e) the number of such members for the time being in receipt of fees or remuneration from the Institute shall not exceed a minority of the members of the Board;
- (v) of reasonable and proper premiums in respect of indemnity insurance effected in accordance with article 3(u) above.
5. In this Our Charter, unless the context otherwise requires, "**members**" means the members of the Institute to include Full, **Fellow**, Technician, Associate, profile and students. "**Members**" means Full **or Fellow** Members who may use the descriptor, Chartered Architectural Technologist. The Bye-laws shall specify the categories of membership of the Institute and shall regulate, or provide for the regulation of, all matters relating to the admission, rights and privileges, and discipline of members.

6. **Subject to the requirements of the Bye-laws and the Board, a Chartered Architectural Technologist who offers and provides Architectural Technology services may refer to their Registered practice as a "CIAT Chartered Practice".**
7. The first members of the Institute shall be:
 - (a) those subscribers to the Bye-Laws and Regulations who shall be Members;
 - (b) every person who at the Incorporation by Royal Charter of the British Institute of Architectural Technologists was a member of the British Institute of Architectural Technologists.
8. There shall be a President, a President Elect (or Immediate Past President in alternate years) and such other Officers of the Institute as the Bye-laws may from time to time prescribe or authorise and they shall have such powers and duties and such periods of office and shall be appointed in such manner as may be prescribed by or in accordance with the Bye-laws.
9.
 - (a) There shall be an Executive Board of the Institute (in this Our Charter referred to as the "**Board**") in which shall be vested the government and control of the Institute and its affairs, subject to the provisions of this Our Charter, the Bye-laws and the Regulations of the Institute.
 - (b) The first members of the Board shall be the persons whose names are set forth as such in the First Schedule to this Our Charter and they shall continue in office for such period or respective periods as shall be prescribed by or in accordance with the Bye-laws.
 - (c) The successors to the first members of the Board shall be such persons with such qualifications and shall be appointed in such manner and shall hold office for such period and on such terms generally as shall be prescribed by or in accordance with the Bye-laws.
 - (d) The business of the Board shall be conducted in such manner as shall be prescribed by or in accordance with the Bye-laws.
10. There shall be a Council Forum of the Institute constituted in accordance with, and having such powers and functions as may be specified in, the Bye-laws or Regulations made thereunder.
11.
 - (a) The Bye-laws may, subject to the provisions of this Our Charter, govern such matters as the Institute may deem fit with respect to or for the government of the Institute and the promotion of the objects.
 - (b) The Bye-laws set out in the Second Schedule hereto shall be the first Bye-laws of the Institute.
12. The Members of the Institute, in accordance with Article 15 below by a Special Resolution in that behalf, may revoke, amend or add to the Bye-laws for the time being in force; but no such revocation, amendment or addition shall have effect until approved by the Lords of Our Most Honourable Privy Council of which approval a Certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence.
13. The Bye-laws may direct that any matter which pursuant to this Our Charter may be prescribed or regulated in the Bye-laws may be further prescribed or regulated by Regulations; provided that any such further prescription or regulation shall not be repugnant to the provisions of this Our Charter or the Bye-laws. Regulations shall be made, and may be amended or repealed, by a resolution of the Board.

14. The Members may at any time revoke, amend or add to any of the provisions of this Our Charter by a Special Resolution, in accordance with Article 15, in that behalf and such revocation, amendment or addition shall when allowed by Us, Our Heirs or Successors in Council become effectual so that this Our Charter shall thenceforward continue and operate as revoked, amended or added to. This Article shall apply to this Our Charter as revoked, amended or added to in manner aforesaid.
15. The Members may at any time by a Special Resolution, in accordance with Article 15, determine to surrender this Our Charter subject to the sanction of Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit and wind up or otherwise deal with the affairs of the Institute in such manner as shall be determined by such Special Resolution or in default of such direction as the Board shall think expedient having due regard to the liabilities of the Institute for the time being, and if, on the winding up or the dissolution of the Institute, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members or any of them but shall, subject to any special trusts affecting the same, be given and transferred to some other body, whose constitution restricts the distribution of property to the same or greater extent as this Our Charter, to be determined by the Board at or before the time of dissolution.
16. For the purposes of this Our Charter a "**Special Resolution**" means a resolution passed at a General Meeting of the Members convened and held in accordance with the Bye-laws and Regulations and passed by not less than two-thirds of the Members present (personally or, if provided for in Regulations, by proxy) and eligible to vote at the Meeting.
17. In any case of conflict, the provisions of this Our Charter shall prevail over those of the Bye-laws and Regulations, and the provisions of the Bye-laws shall prevail over those of the Regulations.
18. Our Royal Will and Pleasure is that this Our Charter shall ever be construed benevolently and in every case most favourably to the Institute and the promotion of the objects.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the day of in
the year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

Legend:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

THE SECOND SCHEDULE BYE-LAWS OF THE INSTITUTE

DEFINITIONS

1. In these Bye-laws and the Regulations, except where the context otherwise requires:
 - (a) **"Board"** means Executive Board of the Institute;
 - (b) **"Bye-laws"** means Bye-laws made by the Institute under the Charter;
 - (c) **"Charter"** means the Charter to which these 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;
 - (d) **"Chartered Architectural Technologist"** means **Full or Fellow Member of the Institute**;
 - (e) **"Company"** means the Company limited by guarantee incorporated on 24 October 1975 and named the "British Institute of Architectural Technologists";
 - (f) **"Council"** means the Electoral College and Strategic Forum of the Institute;
 - (g) **"Chief Executive"** means the chief executive officer of the Institute by whatever title known;
 - (h) **"Institute"** means the Chartered Institute of Architectural Technologists constituted by the Charter;
 - (i) **"in writing"** and **"written"** includes all modes of representing or reproducing words in a visible form;
 - (j) **"Laws of the Institute"** means the Charter, these Bye-laws, the Regulations and all codes and other forms of regulatory provision made by the Institute;
 - (k) **"member"** means a member of the Institute in any class;
 - (l) **"Member"** means a person in the class of **Full or Fellow** Member of the Institute;
 - (m) **"month"** means calendar month;
 - (n) **"notice"** includes any paper or document of any kind which a member may be entitled to have served upon **them**.
 - (o) **"office"** means the main office of the Institute;
 - (p) **"President"** means the President of the Institute;
 - (q) **"President Elect"** means the President Elect of the Institute;
 - (r) **"Immediate Past President"** means the Immediate Past President of the Institute;
 - (s) **"Regulations"** means regulations made by the Board under the Charter or Bye-laws;
 - (t) **"Seal"** means the Common Seal of the Institute;
 - (u) 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;
 - (v) words importing persons shall include corporations and **"corporation"** shall include unincorporated associations.

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

MEMBERS OF THE INSTITUTE

3. The following shall be members of the Institute:
 - (a) Those persons who are members of the Company at the date these Bye-laws first come into force and effect, as defined in Our Charter.
 - (b) Persons who are admitted as members under the Charter and Bye-laws; and membership shall be personal and shall not be transferable by act of the member or by operation of the law.
4. There shall be the following classes of membership. **Not all classes may be active at any time, the Board may by Regulation determine the use of each class:**
 - (a) Member;
 - (b) **Fellow;**
 - (c) Technician;
 - (d) Associate;
 - (e) Profile;
 - (f) Student;
 - (g) Honorary member;
 - (h) **Honorary Fellow;**and these classes may be subdivided by Regulations.
5. Subject to the Bye-laws, the Board may by Regulation determine the **use**, terms and conditions of admission to, retention of, transfer within, exclusion from, and re-admittance to, membership of the Institute and such terms and conditions shall be binding as well upon those who were members of the Company as those who may be admitted after the incorporation of the Institute under the Charter. In the case of any new member, the Board may determine the duration of membership.

PRIVILEGES OF MEMBERSHIP

6. The **Full** Members shall be entitled to use the post-nominal letters "MCIAT", **and the descriptor "Chartered Architectural Technologist"**
7. **Fellow Members shall be entitled to use the post-nominal letters "FCIAT", and the descriptor "Chartered Architectural Technologist"**
8. Technicians **members** shall be entitled to use the post-nominal letters "TCIAT".
9. Associates **members** shall be entitled to use the post-nominal letters "ACIAT".
10. Honorary members shall be entitled to use the post-nominal letters "HonMCIAT".
11. **Honorary Fellows shall be entitled to use the post-nominal letters "HonFCIAT".**
12. **The Members who have satisfied the Institute's standards of education (minimum Honours degree or equivalent), and who have demonstrated appropriate practical experience and professionalism, including adhering to the Institute's Code of Conduct and its Continuing Professional Development requirements will be awarded the professional qualification "Chartered Architectural Technologist, MCIAT" and will be authorised to use its title and post-nominal letters.**

13. Each Member, **Fellow**, Technician or Associate of the Institute who has paid the application fee and the annual subscription, as determined by Regulations, shall be entitled to receive a certificate of membership, which shall remain the property of the Institute. The holder, when for any reason during **their** lifetime ceases to be a Member, **Fellow**, Technician or Associate, or upon demand, shall return the certificate to the Institute.
14. Each member of the Institute who has paid the application fee and the annual subscription, as determined by Regulations, excepting waived fees as may be determined from time to time by the Board, will receive access to facilities and resources as determined by the Board.

FEES

15. The Board shall have power by Regulation to prescribe the annual or other subscriptions, entrance fees or other payments related to admission to, or retention of, membership of the Institute.
16. Every member other than an Honorary member **or Honorary Fellow** shall pay subscriptions in accordance with Regulations, and shall not be entitled to any benefit or privilege of membership when this subscription is in arrears. The Board may direct that the subscription of any individual member be reduced or waived in exceptional circumstances, and may by Regulation provide for reductions in subscriptions for groups or sections of members on any grounds, and specify the conditions on which those concessions shall operate.

CESSATION OF MEMBERSHIP

17. A person shall cease to be a member in any of the following cases:
 - (a) if the application on the basis of which membership was granted contained or referred to information which was false or misleading;
 - (b) if the member resigns by giving written notice thereof, subject to Bye-law **18** below;
 - (c) if the member fails to pay all subscriptions, entrance fees or other payments due from **them** to the Institute within such period as may be specified by the Board;
 - (d) if the member is expelled as a result of disciplinary proceedings.

Provided that the Board may in any case other than (d) above in its discretion resolve that the membership of any member shall, notwithstanding the occurrence of any of the events specified herein, continue either unconditionally or subject to such conditions as the Board may prescribe, and that any person whose membership shall cease in accordance with this Bye-law shall remain liable to the Institute for all fees, subscriptions and other payments which may have been due from **them** at the date **their** membership ceased or as determined within the Regulations.

18. In relation to Bye-law **17(b)** resignation of membership:
 - (a) A member may resign **their** membership by written notice sent to the Chief Executive who shall not unreasonably delay its acceptance.
 - (b) The member 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) from the date of the resignation notice; or
 - ii) there is no complaint being investigated by the Conduct Committee.

HONORARY MEMBERSHIP

19. Those persons who are Honorary members of the Company at the date these Bye-laws shall come into force and effect shall be Honorary members of the Institute.

HONORARY FELLOW

20. The Board may admit as Honorary Fellows such persons, as recommended by the Honorary Fellows' Panel, established by Council, for this distinction. Honorary Fellows shall be subject to the jurisdiction of the Board which may impose such terms and conditions (other than those requiring the payment of any subscriptions) upon Honorary Fellows as it may think fit and may terminate the Honorary Fellow membership of any person at any time.

AFFILIATIONS AND ASSOCIATIONS

21. There shall be power by Regulations to prescribe for the affiliation or association of other persons, or corporations, with the Institute in such manner as the Board may from time to time determine and with such privileges and rights and upon such conditions as the Board shall think fit. No person so becoming associated or affiliated as aforesaid shall by virtue of this Bye-law or Regulations made under it be a member of the Institute, but this shall not preclude such person from applying for membership.

CIAT CHARTERED PRACTICE

22. The Board, subject to such terms and conditions it may impose, shall permit practices established by one or more Chartered Architectural Technologists who offer and provide Architectural Technology services and have Registered their practice in accordance with the Requirements of Registration to refer to such a Registered practice as a CIAT Chartered Practice. The Board may withdraw the right to be a CIAT Chartered Practice and/or the use of the descriptor 'CIAT Chartered Practice' at any time.

DISCIPLINE

23. **All** members shall be bound by the Laws of the Institute and may be subject to disciplinary proceedings of the Institute if in breach of those Laws or if found guilty by a competent tribunal or Court of an offence considered relevant to membership of the Institute. Regulations shall provide for the investigation and determination of complaints against members, and shall specify the rights of a member subject to complaint to receive notice, to be represented and to call and cross-examine witnesses, and to appeal. Regulations under this Bye-law may make provision for all matters within the disciplinary process including the sanctions to which members may be liable, and may empower committees of the Institute to regulate their own procedure.
24. Those who are registered as affiliates³ 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. 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. 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.
25. Amendments or alterations to Regulations made under the preceding Bye-law shall require approval via special resolution at a general meeting.

³ Paragraph 24 applies to all affiliates

GENERAL MEETINGS OF THE INSTITUTE

26. An Annual General Meeting of the Institute shall be held once in every calendar year *beginning with 2006*, at such time and place as may be determined by the Board and not more than fifteen months shall elapse between the date of one Annual General Meeting and the date of the next; provided that the first Annual General Meeting of the Institute shall be held not later than eighteen months from the date these Bye-laws first come into force. All other General Meetings of the Institute shall be called Extraordinary General Meetings.
27. Twenty-one days' notice of any General Meeting in a form prescribed in the Regulations shall be given to members. The accidental omission to give notice of a meeting or the non-receipt of notice by any member, or a defect in the conduct or voting at a meeting, shall not invalidate the meeting or the business transacted thereat.
28. The Board may call an Extraordinary General Meeting when it thinks fit and shall call such a meeting when requested to do so by the Council or on the requisition of such number of members (other than Honorary members **and Honorary Fellows**) being not less than two hundred as shall be equal to at least five per cent of the membership (excluding Honorary members and **Honorary Fellows**) of the Institute. All business transacted at an Extraordinary General Meeting shall be deemed special business, as shall that transacted at an Annual General Meeting except:
 - (a) receipt of the accounts and balance sheet, and of reports of the Board and Auditors;
 - (b) the appointment of the auditors and either determination of their remuneration or authorisation of the Board to determine the same;
 - (c) declaration of the results of elections to the Board and Council.
29. The quorum for a General Meeting of the Institute shall be two-thirds **Chartered Architectural Technologists** eligible to vote and elected in accordance with the Institute's Regulations. Regulations shall also provide for all matters relating to the dissolution of an inquorate meeting and to its adjournment and reconvening and the transaction of business notified for the meeting.
30. The President, or in **their** absence **the President-Elect/Immediate Past-President or a Vice President**, shall preside as **Chair** at every General Meeting but, if **none are** present or willing to preside, another person, as determined by the members of the Board present, shall preside.
31. General Meetings may be adjourned in accordance with Regulations but no business shall be transacted at any adjourned Meeting other than the business which might have been transacted at the Meeting from which the adjournment took place.
32. In the case of an equality of votes on any resolution, whether on a show of hands or on a poll, the **Chair** of the Meeting at which the show of hands takes place, or at which the poll is demanded, shall be entitled to a second or casting vote.
33. No objection shall be taken to the validity of any vote except at a Meeting or poll at which such vote shall be tendered and every vote not disallowed at such Meeting shall be valid. The **Chair** of the Meeting shall be the sole and absolute judge of the validity of every vote tendered at that Meeting or poll resolved at that Meeting to be taken.
34. Subject to the Charter and Bye-laws, Regulations may make provision in respect of:
 - (a) the summoning or requisitioning, and giving notice of, General Meetings and attendance thereat;
 - (b) the submission by **Chartered Architectural Technologists** ~~Members~~ of proposed resolutions; and

- (c) the conduct of business (including voting, proxies, and demanding of polls) at and **chairing** of such Meetings, and the adjournment and reconvening of such Meetings.

OFFICERS OF THE INSTITUTE

35. There shall be a President of the Institute, a President Elect (or Immediate Past President in alternate years) an Honorary Secretary, an Honorary Treasurer and such numbers of Vice-Presidents and other Officers as the Council may from time to time determine.
36. Officers shall be **Chartered Architectural Technologists Members**, elected or appointed, and shall hold office, in accordance with Regulations.
37. In the event of a casual vacancy occurring in any office of the Institute, such vacancy may be filled in accordance with Regulations.
38. The President may use the post-nominal letters "PCIAT" and a Past President of the Institute may use the post-nominal letters "PPBIAT" or PPCIAT". Past Presidents and Chairmen of Society of Architectural and Associated Technicians SAAT may use the post-nominal letters "PPSAAT" or "PCSAAT".

THE BOARD

39. Subject to the Laws of the Institute, the Board shall be the governing body of the Institute. The first members of the Board, whose names are listed in the First Schedule to the Charter, shall be regarded as having taken up office in accordance with these Bye-laws and may serve out their pre-existing periods of office as though those periods of office had commenced while these Bye-laws were in force, but the retirement date of any of the first members of the Board may be adjusted if necessary by simple majority resolution of the Board.
40. The Board shall consist of the following:
- (a) the Officers;
 - (b) four Councillors elected by the Council in accordance with Regulations;
 - (c) the Chief Executive (non voting)
 - (d) non-voting members (who need not be members of the Institute) co-opted by the Board **as necessary, for a specific purpose.**
41. The President shall be the **Chair** of the Board.
42. The Board may fill any casual vacancy amongst the members of the Board elected under Bye-law 35(b). A person so appointed shall serve until the next subsequent election.
43. Subject to the Laws of the Institute, the Board may regulate its own proceedings. Regulations may:
- (a) provide for variations in the number of members of the Board elected by the Council and for any consequential matter;
 - (b) deal with all and any other matters relating to the election and retirement of members to the Board;
 - (c) specify the quorum for meetings of the Board, provided this is not less than five; and
 - (d) regulate all other matters relating to the meetings and proceedings of the Board.

44. A member of the Board shall cease to hold office ~~as such~~:
- (a) if **they** resign by notice in writing;
 - (b) if **they** become prohibited from being a director of a company or trustee;
 - (c) if **they** become bankrupt, make a declaration of insolvency or suspend payment or make any arrangement or composition with **their** creditors;
 - (d) if **they are** removed from office by a Resolution of the members in a General Meeting;
 - (e) if **they** fail without good reason to attend three consecutive Board meetings;
 - (f) if **they are** removed under Bye-law **45**; or
 - (g) if **they** cease to be a member of the Institute.
45. The Board may, by a vote of not less than three-quarters of the members of the Board present and voting, at any time remove a member of the Board if **they are** considered to have acted contrary to the interests of the Institute or **are** unable to properly carry out the duties of a Board member. The member whose removal is resolved upon under this Bye-law shall have a right of appeal if so provided in **the** Regulations.

POWERS, FUNCTIONS, AND PROCEEDINGS OF THE BOARD

46. Subject to the Laws of the Institute, the Board may meet and otherwise regulate its own business as it sees fit. Questions arising at a meeting of the Board shall be decided by simple majority vote, and in the event of an equality of votes, the **Chair** of the meeting shall have a second or casting vote. An absent trustee may vote in writing on a particular item by proxy, the vote to be provided to the Chief Executive at or before the time the vote is taken.
47. At the request of four or more members of the Board, the President shall summon a meeting of the Board, giving at least fourteen days' notice.
48. All acts bona fide done at a meeting of the Board, or of any committee of the Board or any sub-committee or by any person acting as a member of the Board shall, notwithstanding it be afterwards discovered that there was some defect in the appointment or continuance in office of any such member or person acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a member of the Board.
49. The Board shall cause proper minutes to be made of all appointments of officers and of the proceedings of all meetings of the Institute and of the Board and of committees of the Board and sub-committees and all business transacted at such meetings and any such minutes of any meeting, if purporting to be signed by the person acting as the **Chair** of such meeting or by the person acting as the **Chair** of the next succeeding meeting shall be sufficient evidence without any further proof of the facts therein stated.
50. A resolution in writing signed by all the members for the time being of the Board or of any committee of the Board or any sub-committee who were duly entitled to receive notice of a meeting of the Board or of such committee or sub-committee shall be as valid and effectual as if it had been passed at a meeting of the Board or of such committee or sub-committee duly convened and constituted.
51. The members for the time being of the Board may act notwithstanding any vacancy in their body provided always that in case the members of the Board shall at any time be or be reduced in number to less than the minimum number prescribed by the Laws of the Institute it shall be lawful for them to act as the Board for the purpose of filling up vacancies in their body or of summoning a General Meeting but not for any other purpose.

52. 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 a 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 Regulations relating to the constitutions and administration of such organisations;
 - (d) to exercise the powers of the Institute in connection with the acquisition of control of the Company and to accept and execute on behalf of the Institute all and any documents, including contracts, deeds, undertakings and agreements, arising from the transfer of all or any part of the property, assets, liabilities and engagements of the Company, and to delegate the power of execution of documents under this Bye-law to a member or members of the Board;
 - (e) to govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the Institute and for that purpose to appoint bankers and any other officers or agents whom it may deem expedient to appoint;
 - (f) to invest on behalf of the Institute or in the name of nominees any monies belonging to or held by the Institute and not immediately required for its purposes in or upon such investments, securities or real or personal property as may be thought fit subject to such consents as may be required by law, provided that:
 - (i) in the case of monies belonging to or held by the Institute as trustee for the general purposes of the Institute, the powers conferred by this Bye-law shall be exercised subject to the provisions of the law relating to investment by trustees; and
 - (ii) in the case of monies held by the Institute as trustee upon special trusts, the Board, on behalf of the Institute, shall have such powers of investment as may be granted by such trusts or as may be granted by the law relating to investment by trustees;
 - (g) to appoint upon such reasonable and proper terms (including provision for remuneration) as may be thought fit, either any individual of repute with at least fifteen years' experience of investment management who is an authorised person within the meaning of the **current Financial Services legislation in place** ~~or a company or firm of repute which is an authorised or exempted person within the meaning of the legislation of that Act otherwise than by virtue of section 45 (1)(j) of that Act~~ to be the Institute's investment manager (the "manager") and to delegate to the manager the exercise of powers of investment to the extent permissible under the law relating to trustees: provided that:
 - (i) the manager may be authorised to exercise such powers within policy guidelines laid down by the Institute;
 - (ii) the manager shall be required to report any exercise of such powers promptly and any transaction within fourteen days, and to report on the performance of the Institute's portfolio managed by **them** at least every three months;
 - (iii) the Institute shall be free at any time to withdraw, or alter the terms of, such delegation; and
 - (iv) the Institute shall review such delegation at intervals not exceeding twelve months (but failure to do so shall not invalidate an existing delegation under this Bye-law);and
 - (h) to provide for the custody and use of the Seal.

53. The Board shall have power to establish, to delegate its powers and functions (other than the power to make Regulations or its non-delegable powers as trustees) to regulate and to dissolve, such committees with such functions as the Board may think fit. Such committees may include persons who are not members of the Board or of the Institute. Every committee established by the Board shall have power to establish and dissolve sub-committees subject to such directions as the Board may from time to time impose. The exercise by any committee of any power or function delegated to it by the Board shall be reported to the Board as soon as practicable.
54. The Board may delegate its powers and functions (other than the power to make regulations or its non-delegable powers as trustees) to the President, a President Elect (or Immediate Past President in alternate years) on such terms and conditions as it sees fit, and may revoke such delegations at any time: provided that all acts and proceedings of the President, a President Elect (or Immediate Past President in alternate years) in exercise of such delegated powers and functions shall be reported to the Board at its next meeting.
55. Subject to approval by a General Meeting, the Board can invoke Charter Article 4 (iv) for Board and Council members undertaking Board and Council business.

COUNCIL

56. The Council shall be a Strategic Forum consisting of:
 - (a) the Officers;
 - (b) such number of **Chartered Architectural Technologists** ~~Members~~ or members specified by, and elected in accordance with, Regulations;
 - (c) the **Chair** of any wholly owned subsidiary company of the Institute;
 - (d) the Chief Executive (non voting);
 - (e) non voting persons co-opted by the Council;and its members shall hold office in accordance with **the** Regulations.
57. Subject to the Charter and Bye-laws, the Council shall have such powers and functions and shall observe such procedure as may be specified from time to time in Regulations.

CHIEF EXECUTIVE AND STAFF

58. There shall be a Chief Executive who shall be appointed by the Board.
59. The Board may delegate the power of appointment and removal of other members of staff to the Chief Executive.

ACCOUNTS AND AUDIT

60. The Board shall cause proper and sufficient books of accounts to be kept in such manner as to give a true and fair view of the state of the Institute's affairs and to explain its transactions, with respect to:
 - (a) the assets and liabilities of the Institute;
 - (b) sums of money received and expended by the Institute and the matters in respect of which such receipts and expenditure takes place; **and**
 - (c) all sales and purchases of goods and services by the Institute.
61. The books of account shall be kept at the office or in such place as the Board shall determine and shall be open to inspection by the members of the Board and Council. The Institute in a General Meeting may specify reasonable conditions and regulations as to the time within business hours and manner in which the accounts shall be open to inspection by members of the Institute.

62. A copy of every balance sheet, income and expenditure account and auditors' report and of the annual report of the Board shall be made available to every member not less than twenty-one days before the General Meeting at which they are to be considered. The accounts and reports referred to in this Bye-law may be published in printed or electronic form.
63. Auditors shall be appointed and hold office, and their duties and remuneration regulated, in accordance with Regulations.

NOTICES

64. A notice may be served by the Institute by publication in the journal of the Institute or to any member either personally or by sending it **in electronic form to their registered email address** or by pre-paid post to **them** or to **their** registered address or (if **they have** no registered address within the United Kingdom) to the address if any within the United Kingdom supplied by **them** to the Institute for the giving of notice to **them**, or by any mechanical or electronic means approved by the Board for this purpose.
65. A notice sent by post shall be deemed to have been served on the second day following that on which the posting occurred.

TRANSITIONAL PROVISIONS

66. The first Annual General Meeting of the Institute shall be convened at such **a** date before the expiry of eighteen months from the date of the Charter, in such manner and shall be conducted in accordance with such rules, as may be determined by the Board.
67. The business of the first Annual General Meeting of the Institute shall include the appointment of the first Auditor or Auditors of the Institute.
68. The Articles of Association of the Company and any regulations or Bye-laws made in accordance with the provisions thereof shall, so far as they shall be consistent with the Charter and these Bye-laws be deemed to be Regulations of the Institute until such time as they shall have been revoked, or replaced by Bye-laws or Regulations made under the Charter. Such Articles, regulations, or Bye-laws as could only have been made pursuant to the provisions of the Charter as Bye-laws may be revoked, added to or amended only by Special Resolution. All other provisions contained in such Articles, regulations or Bye-laws shall be capable of being altered, added to, amended or repealed as though they were Regulations.
69. All persons holding paid appointments in the Company at the date of the Charter shall hold corresponding appointments in the Institute, on the same terms and conditions as to tenure and otherwise but shall not be entitled to receive remuneration both from the Company and from the Institute in respect of the same period of service.
70. The Board shall have the power to resolve all questions of doubt which may relate to any transitional matter following the grant of the Charter and the establishment of these Bye-laws and such determination shall be final and binding upon every person who may be affected thereby.

END — CIAT 2005, V.0 3 AS AMENDED 21 MARCH 2019 FOR AGM 2019

Legend:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

Code of Conduct

Effective: 1 xxxx 2020¹

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

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, and 10 November 2018 and 9 November 2019. This edition of the Code became effective from xx/xx/xx.

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.

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

- that members conduct themselves in a manner consistent with that of a professional person;
- that one member does not gain an unfair advantage over another;
- that members do not misrepresent themselves or the Institute; and
- that the public may rely upon the members for their integrity and professionalism.

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

All members and affiliates² are governed by the Charter, Bye-laws and any Regulations of the Institute including 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 affiliate³ acting through a body corporate of which they are a director or LLP 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 4 and 5 of this document and fall within the Code.

¹ Subject to The Privy Council approvals and transitional approvals by Executive Board

² applies to all affiliates

³ applies to all affiliates

Introductory Note

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

The Code is divided into three Sections:

Section A | members (MCIAT, FCIAT, ACIAT or students)

All members must adhere to **Section A** of the Code of Conduct at all times and must endeavour to secure the widest possible acceptance of the Code by all other members and affiliates. 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 formal 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 formal 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 via self-employment (as defined in the Code of Conduct).

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 formal Hearing and make its decisions. Decisions of the Conduct Committee take immediate effect.

The affiliate and complainant have the right to attend the formal 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.

Group or body corporates:

For those 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 formal Hearing and make its decisions. Decisions of the Conduct Committee take immediate effect.

The affiliate and complainant have the right to attend the formal 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

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 |
|------------------------|---|
| "appeals procedure" | An appeal through an independent tribunal established to consider appeals by members or complainants against a disciplinary action or procedures following a Hearing except where it was determined that there was no case to answer. |
| "affiliate" | <p>Architectural Technology professionals who:</p> <ul style="list-style-type: none">do not satisfy the academic standard criteria for membership; and/orare offering services directly to clients via self-employment (as defined in the Code of Conduct). <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>Group or body corporates:</i> For those 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> |
| "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. |
| "client" | A person or body who commissions a service or services. |
| "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. |
| "complainant" | A person or body who may make a complaint to the Institute concerning the professional conduct of a member or affiliate ⁴ . |
| "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 ⁵ 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 either a Full Member (MCIAT), Fellow Member (FCIAT), an Associate member (ACIAT), or a student. |

⁴ applies to all affiliates

⁵ applies to all affiliates

| | |
|---------------------|---|
| "practice" | <p>One of the following:</p> <ul style="list-style-type: none"> 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. e) As defined in the member's jurisdiction of business. |
| "principal" | A member or affiliate ⁶ who is either a sole practitioner, a director, a partner or a limited liability member of a practice. This includes any member offering and/or providing a service. |
| "Technician" | Those persons accepted by the Institute into the class of Technician member, TCIAT until close of the transitional process following the withdrawal of Technician member class as approved by the Executive Board. Technician members shall comply with the Code of Conduct effective 1 March 2019. |
| "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 Executive Board. Profile candidates shall comply with the Code of Conduct effective 1 March 2019. |

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)⁷

Clause A1: Professional Conduct

The members shall at all times:

- act with integrity so as to uphold the standing and reputation of the Institute;
- act faithfully and honourably in their professional responsibilities;
- rely only on merit or fair competition to secure commissions and appointments;
- not seek directly or indirectly to injure the professional reputation of another;
- not knowingly misrepresent the views of the Institute;
- not knowingly misrepresent their professional qualification;
- describe themselves factually and/or in good faith.

Clause A2: Descriptors

- Only Chartered Members may use the suffix MCIAT and describe themselves as Chartered Architectural Technologists, unless:
 - 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.
- Only those Chartered Members who have also been awarded Fellow Membership may use the suffix FCIAT and may describe themselves as a Fellow Member professionally qualified Architectural Technicians, unless:
 - 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.

Clause A3: Practice Registration

- Only Chartered Members and profile candidates may act as principals and offer and/or provide services directly to a client.
- Associate members and student members are not permitted to act as principals and offer and/or provide services directly to a client.
- Chartered Members and profile candidates 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.
- Only such Chartered Members who have Registered their practice in accordance with Clause A3.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 licence for its use.

Clause A4: Professional Indemnity Insurance

Chartered Members or profile candidates who:

- provide services directly to a client shall obtain and maintain adequate professional indemnity insurance;
- 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;
- 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 client;
- are or were principals shall on request by the Institute provide the necessary evidence to demonstrate compliance with clauses A4..) – A4..) above.

⁷ Technician members, TCIAT and profile candidates must comply with the Code effective 1 May 2019.

Clause A5: Offering and/or Providing Services Directly to a Client

- Only Chartered Members may advertise their membership of the Institute as a professional qualification to secure commissions directly from a client.
- Chartered Members ~~and profile candidates~~ 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 clients if they knowingly lack adequate resources or if appropriate, advise or recommend the necessity of assistance from a suitably qualified professional.

Clause A6: Conflicts of Interest

- Chartered Members ~~or profile candidates~~ offering and/or providing services directly to a client shall take reasonable precautions to ensure that no conflict of interest arises between their clients and themselves.
- Employed members shall take reasonable precautions to disclose to their employer any conflict of interest which arises between themselves and their employer.
- Any members perceiving a potential conflict of interest shall report that conflict in writing to either their clients or employer as appropriate at the earliest opportunity.

Clause A7: Continuing Professional Development

The members (excluding student members) shall:

- keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities; and
- 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 A8: Breaches of the Code

The members shall:

- report to the Institute any alleged breaches of the Code by themselves of which they become aware;
- 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
- 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 A9: Bankruptcy and Insolvency

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

- made the subject of an order of court disqualifying them from acting as a company director; or
- made the subject of a bankruptcy order; or
- 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:

- cease referring to themselves as a member of the Institute;
- return their certificates of membership and membership card to the Institute; and
- 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 via self-employment (as defined in the Code of Conduct).

Clause B1: Professional Conduct

Affiliates shall at all times:

- act with integrity so as to uphold the standing and reputation of the Institute;
- act faithfully and honourably in their professional responsibilities;
- rely only on merit or fair competition to secure commissions and appointments;
- not seek directly or indirectly to injure the professional reputation of another;
- not knowingly misrepresent the views of the Institute;
- not knowingly misrepresent their professional qualification or the affiliate status;
- 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 logo, subject to obtaining a licence for its use, as and if prescribed by the Board unless:

- 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.

Clause B3: Practice Registration

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

Clause B4: Professional Indemnity Insurance

Affiliates who:

- provide services directly to a client shall obtain and maintain adequate professional indemnity insurance;
- 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;
- 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 client;
- are or were principals shall, on request by the Institute, provide the necessary evidence to demonstrate compliance with clauses B4..) - B4..) above.

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

- Affiliates may not advertise their status of the Institute as a professional qualification to secure commissions directly from a client.
- 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 clients 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

- Affiliates offering and/or providing services directly to a client shall take reasonable precautions to ensure that no conflict of interest arises between their clients and themselves.
- Employed affiliates shall take reasonable precautions to disclose to their employer any conflict of interest which arises between themselves and their employer.
- Any affiliate perceiving a potential conflict of interest shall report that conflict in writing to either their clients or employer as appropriate at the earliest opportunity.

Clause B7: Continuing Professional Development

Affiliates shall:

- keep themselves informed of current practices and developments appropriate to the type and level of their responsibilities; and
- 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:

- report to the Institute any alleged breaches of the Code by themselves of which they become aware;
- 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
- 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:

- made the subject of an order of court disqualifying them from acting as a company director; or
- made the subject of a bankruptcy order; or
- 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:

- cease referring to themselves as an affiliate of the Institute;
- cease all use of the affiliate logo; and
- 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.

Group or body corporates:

For those 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:

- act with integrity so as to uphold the standing and reputation of the Institute;
- act faithfully and honourably in their professional responsibilities;
- not seek directly or indirectly to injure the professional reputation of another;
- 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 logo, subject to obtaining a licence for its use, as and if prescribed by the Board unless:

- the Board approves either generally or specifically the use of any other description; or
- they possess other qualifications or perform other functions which allow the use of other descriptions.

Clause C3: Practice Registration for Groups and Body Corporates

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:

- report to the Institute any alleged breaches of the Code by themselves of which they become aware;
- 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
- 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 shall:

- cease referring to themselves or their Group or Body Corporate as affiliated to the Institute;
- cease all use of the affiliate logo; and
- take all reasonable steps to prevent third parties describing them as affiliated to CIAT.

END Section C

Appendix 4, Conduct and Disciplinary Procedures

Legend:

| | |
|------------------------------|--|
| Fellow | Red |
| Honorary Fellow | Purple |
| Affiliate | Blue |
| Affiliate | Grey (non-AT/built environment individuals and groups/body corporates) |
| Chartered Practice | Green |
| Gender-neutral | Orange |
| Other (Resolution 11) | Dark brown |

Conduct and Disciplinary Procedures

- A. The Conduct and Disciplinary Procedures are published under Charter, Bye-laws and Regulations of the Institute.
- B. The Conduct and Disciplinary Procedures were approved under the Grant of Royal Charter dated 22 July 2005, amended ~~most recently~~ at the Annual General Meeting on 10 November 2018 and again at the Annual General Meeting on 9 November 2019. These Procedures became effective from xx/xx/xx¹.
- C. 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 May 2020²

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 via self-employment (as defined in the *Code of Conduct*).

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.

Group or body corporates:

For those 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.

¹ Subject to Privy Council approvals and transitional approvals by the Executive Board.

² Subject to Privy Council approvals and transitional approvals by the Executive Board.

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">• do not satisfy the academic standard criteria for membership; and/or• are offering services directly to clients via self-employment (as defined in the <i>Code of Conduct</i>). <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>Group or Body Corporates:</i> For those 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” | An appeal through an independent tribunal established to consider appeals by members, affiliates or complainants 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” | Those 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 . |
| “Complaint Evaluation” | The mechanism to evaluate the paperwork in advance of either a Complaint Review or Hearing. |
| “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. |
| “Complaint Review” | The stage at which the Conduct Committee determines whether there is a case to answer and/or whether additional information is required. |
| “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. |

| | |
|----------------------------|--|
| “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 either a Chartered Architectural Technologist Full Member (MCIAT), Fellow (FCIAT), a Technician member (TCIAT), Associate member (ACIAT), a profile candidate or a student. |
| “nominated representative” | The complainant 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 |
| “procedural forms” | Those forms which the complainant 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 close of the transitional process following the withdrawal of profile candidate as approved by the Executive Board. |
| “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 close of the transitional process following the withdrawal of Technician member as approved by the Executive Board |
| “Witness” | A complainant, member or affiliate or other individuals whom the Committee or the member 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

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 Conduct Committee shall comprise five Chartered Members including the Honorary Secretary, two elected from Council and two appointed by the Honorary Secretary.
 - b. The President, President Elect and Immediate Past President shall not be permitted to serve on the Conduct Committee.
 - c. The Conduct Committee members shall be elected or appointed to serve for a two-year term, subject to clauses d) and e) below.
 - d. The election and appointment process shall be as follows:
 - i. Year 1: the Honorary Secretary, one member of Council and one Chartered Member.
 - ii. Year 2: one member of Council and one Chartered Member.
 - e. A Conduct Committee member may stand for re-election or be re-appointed.
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 and must include the Honorary Secretary or **their** deputy and one member of Council.
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, one of the Conduct Committee members present shall take on the duties of the Honorary Secretary, whilst ensuring that the quorum remains three.
6. In respect of a complaint or a Conduct Committee meeting, should:
 - i. the member **or affiliate** under investigation, or the complainant 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 Executive 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 Executive Board to act, the Honorary Secretary or the President shall have the power to second Members onto the Conduct Committee.

Each Member so seconded shall be:

- a. a serving or former member of Council; or
- b. a former member of the Conduct Committee.

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 6i) or 6ii) 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 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) 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 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, except where there is a prima facie case as per clause 15a).
 - 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(s) 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 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 may be represented before the Conduct Committee unless a minimum of 21-days (or 28- days for complainants resident overseas) notice has been given to the Honorary Secretary in writing outlining details of the representative(s) and **their** relationship to the complainant;
 - 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;
 - 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 for further comment. The complainant 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 13e) 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 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. there is a prima facie case and, if it is so determined, the case can be taken directly to a Hearing;
 - b. further information or clarification is required in preparation of the case for the Complaint Review;
 - c. the complaint should be extended with additional alleged breaches of the Code of Conduct; and/or
 - d. 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 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 taken 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 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 Executive 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 specified in the Complaints Procedure 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 Executive Board detailing the name, registration number of the member **or affiliate**, the complaint and the summary of findings and its disciplinary sanction. If a request for an appeal is made the Executive 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 Executive 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

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; 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 elects to attend and/or have representation.
7. The complainant shall be advised if the member **or affiliate** elects to attend and/or have representation.
8. The complainant may attend and will be treated as a witness for the purpose of the proceedings.
9. The complainant shall give 21-days (or 28-days for complainants resident overseas) notice in writing if **they**, or a nominated representative, wishes to attend the member’s **or affiliate’s** Hearing.
10. Both the member **or affiliate** and complainant 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. Both the member **or affiliate** and complainant 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 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 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.
 - i. If the member **or affiliate** and/or the complainant elects not to attend or have representation at the Hearing, the Conduct Committee will hold the Hearing in their absence.
 - ii. 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:
 - i. 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
 - ii. 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 if **they** wish to attend the Hearing but require an alternative date or venue. The decision to re- schedule 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 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 clause 20 of the Conduct and Disciplinary Procedures and would not be published. There is no right of appeal against such a direction.

Schedule of Disciplinary Sanctions

Section A | members (MCIAT, FCIAT, ACIAT or students)³

20. 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. (Note — 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.

³ 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.

Schedule of Disciplinary Sanctions | Affiliates

SECTION B | Affiliates

Architectural Technology professionals who:

- do not satisfy the academic standard criteria for membership; and/or
- are offering services directly to clients via self-employment (as defined in the *Code of Conduct*).

21. 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.

Group or body corporates: For those 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.

22. 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