Rulebook

The Institute of Local Exhaust Ventilation Engineers
Endorsed by the Institute Steering Committee on 22 July 2011

First Approved by CIBSE Board September 2011
Amendments Agreed: September 2014 and September 2016

1 Interpretation
Subject to the above and except where inconsistent with the context:

‘ILEVE’ means the Institute of Local Exhaust Ventilation Engineers, a Division of The Chartered Institution of Building Services Engineers.

‘Financial year’ means the period from 1st January to 31st December.

‘Roll’ means the roll of members of the various classes for the time being maintained by the Hon Secretary in accordance with Rule 3.5.

‘The Board’ means the Board of The Chartered Institution of Building Services Engineers.

‘CIBSE’ means the Chartered Institution of Building Services Engineers.

‘The Steering Committee’ means the Steering Committee of the Institute of Local Exhaust Ventilation Engineers.

‘Clear days’ in relation to periods of notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

‘Executed’ means any mode of execution.

‘Hon Secretary’ means the Hon Secretary of the Institute or any other person elected to perform the duties of the Hon Secretary of the Institute, including a joint, assistant or deputy Hon Secretary.

‘Person actively interested in the field of Local Exhaust Ventilation’ means anyone whose activities are in the field of Local Exhaust Ventilation, including but not limited to those who are designers, manufacturers, contractors, consultants, technicians, occupational health or hygiene specialists, researchers, teachers.

‘Corporate Member’ means a member of the Institute in the class of Licentiate, Associate, Member or Fellow.

Secretariat means the CIBSE staff.

‘Send’ means to notify in writing by letter or by electronic communication.

Words importing the masculine gender shall include the feminine and words in the singular shall include the plural and vice versa unless the context requires otherwise.

This Rulebook has been approved by the Board and the Steering Committee and may be revoked, amended or added to by joint agreement of these bodies.
2 Memberships

Membership of ILEVE shall be open to persons actively interested in the field of Local Exhaust Ventilation.

2.1 The Steering Committee may from time to time create and discontinue classes of membership of ILEVE. Only classes of membership having certain requirements for academic achievement, training and/or experience may be described as corporate classes and given voting powers in ILEVE. (See Rule 2.4)

2.2 The Steering Committee may from time to time grant to ILEVE members in some or all corporate classes of membership the right to use designatory letters after their names to indicate their class of membership of ILEVE. Such designatory letters for the time being permitted are laid down in Rule 6.

2.3 Anyone admitted to membership of ILEVE who is not already a member, in any grade, of CIBSE, shall also be admitted to membership of CIBSE either as an Affiliate or, if s/he qualifies for the class of Student Affiliate, a Student Affiliate, subject to approval of the Board, provided that the Board shall be the final arbiter of any application. This does not prevent any member of the Institute subsequently applying for membership of CIBSE in any other grade. There will be a subscription payable to CIBSE in respect of the CIBSE Grade. This subscription is in addition to any Institute subscription payable (see also Rule 7.)

2.4 The individual membership classes shall be:

Affiliate: any individual, who has joined ILEVE and has not been elected to another class of membership of ILEVE. Affiliate membership is not a corporate class of membership.

Licentiate: a member of ILEVE, who meets the qualification and the experience requirements currently laid down by the Steering Committee for the class of Licentiate and is accepted for election to that class. This class shall be corporate.

Associate: a member of ILEVE, who meets the qualification and experience requirements currently laid down by the Steering Committee for the class of Associate and is accepted for election to that class. This class shall be corporate.

Member: a member of ILEVE, who meets the qualification and experience requirements currently laid down by the Steering Committee for the class of Member and is accepted for election to that class. This class shall be corporate.

Fellow: a member of ILEVE, who meets the qualification and experience requirements currently laid down by the Steering Committee for the class of Fellow and is accepted for election to that class. This class shall be corporate.

Honorary Fellow: an individual who the Steering Committee wishes to honour and who in the opinion of the Steering Committee has made a major contribution to the furtherance of the objectives of the Institute, whether or not s/he qualifies for a class of membership of the Institute. Honorary Fellows are not corporate members. A corporate member who is recognised as an Honorary Fellow shall also retain their corporate membership so long as they continue to fulfil the requirements for that grade of corporate membership in addition to being an Honorary Fellow.

Student Affiliate: a member of the Institute who is undertaking a recognised appropriate course or who at the time of becoming a member of ILEVE was already a Student Affiliate of CIBSE. Student Affiliate membership is not a corporate class of membership.

3 Admissions

3.1 No person shall be admitted as a member of ILEVE or be permitted to remain a member of ILEVE unless, in the opinion of the Steering Committee, s/he is in a position to further the objectives and purposes for which the Institute is constituted, and shall have satisfied the Steering Committee that s/he is a person actively interested in the field of Local Exhaust Ventilation.
3.2 The Steering Committee decisions about the admission of applicants for any of the classes of membership of ILEVE shall be final, subject to any appeals procedure that may be required by the Board or by law.

3.3 Application forms shall be sent or handed to the Secretariat accompanied by the first annual subscription and the appropriate application fee, except in a case where the applicant is already a member of CIBSE and no supplementary membership fee and/or application fee is due.

3.4 The ILEVE secretariat shall give notice to any person duly admitted to membership. In the case of non-admission, a permanent record of the decision shall be retained, the decision only shall be minuted, and the secretariat shall send written notification to the unsuccessful applicant.

3.5 The secretariat shall maintain a Roll recording the names of the members of ILEVE and other such details as the Steering Committee shall determine. The names of successful applicants shall be entered on the Roll by the secretariat, but only when the applicant has paid the annual subscription prescribed in accordance with Rule 7.

3.6 Appeals against any Membership Panel decision should be submitted to the ILEVE Secretariat within six months of notification, providing any additional information which the applicant can provide to assist the Panel. The appeal will be considered at the next scheduled meeting of the Panel. Should the Panel decide that there are no grounds for appeal, the applicant may appeal to the Steering Committee.

4 Membership Card

Every member of ILEVE in a corporate membership class shall be entitled, to an annual membership / competency card specifying the class of membership to which s/he belongs. All such cards shall remain the property of ILEVE and in the event of the holder ceasing to be in that class of membership, the Steering Committee may require the return of his/her card.

5 Rights and Privileges of Members

5.1 The rights and privileges of every member of ILEVE of whatever class shall be individual, and shall not be transferable.

5.2 No member of ILEVE, practising either under the title of, or as an officer, or employee of a company or firm, or practising under the title of a firm in which s/he is in partnership with other persons or as a sole trader, may use or permit to be used in the name or in any description of any such company, firm or trading name either the abbreviated titles referred to in these Rules or any other description of membership.

5.3 CIBSE’s Crest and Coat of Arms may be used only on articles and documents issued by or on behalf of CIBSE HQ. No members of ILEVE may use the CIBSE Crest or Coat of Arms. No ILEVE members may use the ‘hawk’ logo of CIBSE except as prescribed by the Board from time to time.

5.4 ILEVE members may use the ILEVE logo only as prescribed by the Steering Committee from time to time.

6 Abbreviated titles and descriptions of membership

Corporate Members of ILEVE may use the following personal descriptions, as appropriate:
Licentiate: the designatory letters LILEVE
Associate: the designatory letters AILEVE
Members: the designatory letters MILEVE
Fellows: the designatory letters FILEVE

Honorary Fellows: the designatory letters Hon FILEVE. This class is by invitation of the Institute in accordance with the procedures from time to time agreed by the Steering Committee.

Student and Affiliate members may not use any designatory letters, or titles related to ILEVE to infer any professional qualification.

7 Annual Subscriptions

7.1 The Institute annual subscription payable for each class of Institute membership shall be an amount as may be determined by the Steering Committee from time to time, subject to Board approval and may be varied between classes of membership and may vary according to the place of residence or age of the member. The CIBSE annual subscription payable for each class of CIBSE membership shall be an amount as may be determined by the CIBSE Board and may be varied between classes of membership and may vary according to the place of residence or age of the member.

7.2 No person shall enjoy the rights and privileges of membership until s/he has paid the annual subscriptions determined under Rule 7.1.

7.3 The annual subscription shall be payable in advance and shall become due on the first day of each financial year.

7.4 Those persons admitted during the first six months of the financial year shall on admission pay the full subscription for that year.

7.5 Those persons admitted in the last six months of the financial year shall on admission pay a full year’s subscription at the rate applicable in the following financial year, which shall be taken as payment for the remainder of that financial year and the whole of the succeeding financial year.

7.6 Reduced annual ILEVE subscriptions at levels set from time to time by the Steering Committee may be paid by particular groups of members.

7.7 The Steering Committee may reduce or waive the amount of the annual subscription to be paid by any member.

7.8 The subscriptions shall be collected by the Secretariat.

8 Termination of membership

8.1 If any member of any class allows his/her subscription for any financial year to fall three months in arrears, the Secretariat shall notify them of this, and if s/he does not pay the subscription within the space of two months from the date of notification, the Secretariat shall have the power to remove their name from the Roll at any time thereafter and s/he shall thereupon cease to have any rights as a member but s/he shall nevertheless continue to be liable for arrears of subscription due at the time that their name was removed from the Roll; provided always that this Rule shall not be construed so
as to compel the Secretariat to delete any name if it shall be satisfied that membership ought to be retained. The Secretariat shall provide a report to the Steering Committee of any members who are removed from the Roll.

8.2 If a member’s membership of CIBSE ceases, the Secretariat shall delete that person’s name from the ILEVE Roll. In that case the subscription monies paid under Rule 7 shall not be refundable.

8.3 Any member notifying CIBSE in writing that s/he wishes to withdraw from ILEVE shall, after payment of all arrears, if any, then due by them, cease to be a member of ILEVE and their name shall be removed from the Roll.

8.4 The Steering Committee may allow readmission to ILEVE of those deleted from the Roll under Rule 8 within a maximum period of two years from the date of deletion, unless the Board rules that readmission to membership of CIBSE should be refused. In such circumstances the Board shall be under no obligation to give reasons for such a decision. After that time, readmission to ILEVE shall be dependent on reapplication for membership of ILEVE in accordance with the Rules in force at that time and in accordance with the By-Laws of CIBSE in force at that time. The Steering Committee may, in such cases of reapplication and readmission, require that the applicant pays, by way of extra subscription, all or part of any arrears of subscription previously unpaid by them, or in the case of any other monetary debt - that s/he pays the whole of the debt.

8.5 The Steering Committee may refuse to continue to receive subscriptions from, and may delete from the Roll the name of any member of any class, who shall wilfully have acted in contravention of the Rules contained in this Rulebook, or who shall, in the opinion of the Steering Committee, have been guilty of such conduct as shall have rendered them unfit to continue to belong to ILEVE, and that person shall cease to be a member. Provided always that the Hon Secretary shall have given that person notice in writing of the proposed deletion and shall have afforded them an opportunity of giving the Steering Committee orally and in writing any explanation or defence s/he may think fit.

8.6 Any person who ceases whether by resignation or otherwise howsoever to be a member of ILEVE shall nevertheless remain liable to pay all sums due by him/her to the Institute at the date of such cessation and neither s/he nor any personal representatives shall have any claim upon or interest in the funds or property of the Institute.

8.7 A member of ILEVE of whatever class shall at all time order his/her conduct so as to uphold the dignity and reputation of their profession, and to safeguard the public interest in matters relevant to the science, art and practice of Local Exhaust Ventilation. A member shall exercise their professional skill and judgement to the best of their ability and discharge their professional responsibilities with integrity.

8.8 A member of ILEVE of whatever class shall comply with the code of professional conduct laid down at the time in the Rules of CIBSE as if it were the code of professional conduct of ILEVE, insofar as it may be appropriate to the profession of the member. A member, who is also governed by the code of professional conduct of another professional body, shall also comply with that code of professional conduct. The procedures for investigating complaints against a member and hearing of evidence and any appeal made against expulsion, suspension or censure shall be those prescribed in the code of professional conduct laid down at the time in the Rules of CIBSE.

9 Governance of ILEVE

9.1 ILEVE shall have a Chair, Vice Chair, Hon Secretary, Hon Treasurer, and such other officers with functions, tenure and terms of office as the Steering Committee may from time to time appoint.

9.2 ILEVE shall be governed by a Steering Committee consisting of the following:
• Chair;
• Vice Chair;
• Hon Secretary;
• Hon Treasurer;
• Elected members, elected as laid down in Rule 11;
• Such representatives of CIBSE and other institutes as are from time to time appointed to serve on the Steering Committee.

9.3 The Steering Committee will normally meet at least every three months. Seven committee members shall be a quorum for a Steering Committee meeting. These members may be personally present or participate via phone or a web meeting tool. The Steering Committee shall be responsible for the day to day running of ILEVE. It shall be responsible for setting budgets and subscription rates, subject to Board approval. It shall have the authority to appoint and disband subcommittees and panels as required, and to appoint representatives of ILEVE on other bodies.

9.4 The Steering Committee, or a panel formed by the Steering Committee shall also act as ILEVE’s disciplinary committee and deal with matters of professional practice, subject to the overriding authority of the CIBSE Professional Practice Committee and the Board.

9.5 The Chair, Vice Chair, and Hon Treasurer shall, be corporate members of ILEVE. Non-corporate members other than Student members may serve in any other positions on the Steering Committee. Student members may be co-opted to committees but may not vote.

9.6 The Steering Committee shall be responsible for dealing with all matters of Local Exhaust Ventilation education and training including continuing professional development. It shall consider all applications for membership of ILEVE and for transfer between classes of membership and shall have the power to approve or refuse applications.

9.7 The Steering Committee shall be responsible for liaising with all other bodies concerned with Local Exhaust Ventilation education in the UK. It shall be responsible for recruitment of members to ILEVE.

10 Functions

Subject to the over-riding authority of the Board, ILEVE is empowered to:

• Organise meetings, conferences, seminars, exhibitions and courses; and in general take action to advance the status of Local Exhaust Ventilation and the Local Exhaust Ventilation profession, and to promote fraternity among the members of the profession;
• Promote the enlargement of the membership of ILEVE;
• Prepare and publish for ILEVE members’ journals or newsletters;
• Promote the improvement of Local Exhaust Ventilation education and research;
• Liaise on Local Exhaust Ventilation matters with other Local Exhaust Ventilation related organisations in the UK and abroad to promote friendship, and high and common standards;
• Maintain contact with the Local Exhaust Ventilation and related industries, including individual organisations and firms, trade associations, research centres, and with professional bodies having some interest in Local Exhaust Ventilation;
• Participate in conferences and exhibitions concerned with Local Exhaust Ventilation in the UK and overseas;
• Advise and participate in CIBSE’s Council, groups and committees;
• Make recommendations to the Board for Institute awards and make awards on behalf of ILEVE;
• Promote professional competence in Local Exhaust Ventilation.
11 Election of Officers and members of the Institute Steering Committee and Subcommittees

11.1 The Chair, Vice Chair, Hon Secretary, Hon Treasurer, and elected members shall be appointed for 2 years by ballot of all members of ILEVE, except those in the class of Student and Honorary Fellow. The Chair, Vice Chair, Hon Treasurer, Chairs of Permanent Committees (such as the Membership Panel), and elected members must be corporate members of ILEVE. Steering Committee members may stand for election for a maximum of three two year terms of office unless there are no new candidates prepared to take up the position at the end of the incumbent’s third term. It is expected that the Vice Chair would succeed a retiring Chair. One half of the places for elected members shall be open for election each year.

11.2 The Steering Committee may from time to time co-opt additional members. Such co-opted members shall be appointed until the next Annual General Meeting of the Institute.

11.3 Directly elected members of the Steering Committee shall be chosen from and shall be elected by the members of ILEVE. The number of such elected members who are elected to represent corporate members of the ILEVE shall be determined from time to time by the Steering Committee.

11.4 Chairs of Permanent Committees shall be nominated by the Steering Committee. They shall serve for a maximum of four years and then retire or offer themselves for re-election. They may stand for election for a maximum of three terms of office.

11.5 Except for the Membership Panel, members of Permanent Committees can be in any class of membership of ILEVE, except Student member. Student members of ILEVE and non-members who can offer specific expertise may be invited to serve on Permanent Committees as observers but may not vote. Members of the Membership Panel shall be corporate members of ILEVE.

12 General Meetings of ILEVE

12.1 ILEVE shall hold General Meetings at least annually and one of those general meetings which takes place in the months of April, May or June of each year shall be designated the Annual General Meeting. That meeting shall take place at such time and place as may be determined by the Steering Committee and shall be specified as the Annual General Meeting in notices calling it.

12.2 All General Meetings of ILEVE other than Annual General Meetings shall be called Extraordinary General Meetings.

12.3 The Steering Committee may whenever it thinks fit convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened on the requisition of twenty corporate members of ILEVE. Any requisition or notice calling an Extraordinary General Meeting shall state the nature of the business to be considered. No other matters not included in the notice or any new requisition shall be considered at such a meeting.

12.4 Any requisition shall be signed by at least twenty corporate members and shall be delivered to the Secretariat at the registered offices of CIBSE. Upon receipt of such a requisition the Secretariat shall convene an extraordinary general meeting no sooner than 21 days and no later than 42 days from the date of the calling notice.

12.5 The Chair of any General Meeting may invite any advisers of ILEVE to be present at the Meeting, whose advice may in his/her opinion be helpful in matters under consideration. If the Chair considers that any particular business shall be confined to corporate members s/he may request non-corporate members to withdraw. No member or other persons attending any
General Meeting may publish any account of the transactions, which take place at such meetings without the prior consent of the Steering Committee.

12.6
At least twenty one clear days’ notice in writing of every General Meeting specifying the place, the day and the hour of meeting and in the case of special business the general nature of that business shall be given to such persons as are under these Rules entitled to receive such notices from ILEVE.

12.7
The accidental omission to give notice of a meeting, or non-receipt of such notice by any person entitled to receive such notice shall not invalidate any proceedings or resolution passed at a meeting.

12.8
All business shall be deemed special that is transacted at an Extraordinary General Meeting, and all that is transacted at an Annual General meeting shall also be deemed special with the exception of the consideration of the income and expenditure account and balance sheet, and the reports of the Steering Committee and the report of the Scrutineers as to the results of the voting on the election of members of the Steering Committee.

12.9
No business shall be transacted at any general meeting unless a quorum is present. Save as herein otherwise provided, ten corporate members of ILEVE personally present shall be a quorum for an Annual General Meeting and fifteen corporate members of ILEVE personally present shall constitute a quorum for an Extraordinary General Meeting.

12.10
If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week, at the same time and place or at such other place as the Steering Committee may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum.

12.11
The Chair of ILEVE, or failing him/her the Vice Chair of ILEVE, shall preside as Chair at every General Meeting, but if there be no such Chair or Vice Chair, or if at any Meeting none of them shall be present within fifteen minutes after the time appointed for holding the same, and willing to preside, the members present shall choose some corporate member of the Steering Committee who shall be present to preside.

12.12
The Chair may, with the consent of any General Meeting at which a quorum is present (and shall if so directed by the Meeting) adjourn a General Meeting from time to time, and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business which might have been transacted at the General meeting from which the adjournment took place. Whenever a General Meeting is adjourned for thirty days or more, notice of the adjourned Meeting shall be given in the same manner as of an original meeting. Save as aforesaid the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned General Meeting.

12.13
At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or upon the declaration of the result of the show of hands, demanded by the Chair or by at least ten members present, and unless a poll be so demanded, a declaration by the chair of the meeting that a resolution has been carried, or carried unanimously or by a particular majority, or lost, or not carried by a particular majority, and an entry to that effect in the Minute book of ILEVE shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.

12.14
Subject to the provision of rule 12.15, if a poll be demanded in manner aforesaid, it shall be taken at such time and place as the Chair of the Meeting shall in his absolute discretion direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. Provided always that such poll shall be taken either by a ballot of the corporate members of ILEVE
present at the Meeting or by a postal ballot of all the corporate members entitled to receive notices from ILEVE. The acceptance or rejection of votes by the Chair shall be conclusive for the purposes of the decision of the matter in respect of which the votes are tendered, but the Chair may review his/her decision at the same meeting if any error be then pointed out to him.

12.15
No poll shall be demanded on the election of a Chair of a Meeting or on any question of adjournment.

12.16
In the case of equality of votes, whether on a show of hands or on a poll, the meeting Chair shall be entitled to a second or casting vote. Where there is no chair present lots shall be cast.

12.17
The demand of a poll shall not prevent the continuance of a Meeting for the transaction of any business other than the question on which the poll has been demanded.

12.18
Every corporate member of ILEVE shall have one vote whether on a show of hands or on a poll and all votes shall be given personally. Non-corporate members shall not be entitled to vote.

13 Elections

13.1
At least three months before the Annual General Meeting of ILEVE, the Steering Committee shall cause to be made known to all members entitled to vote a list of duly qualified persons whom the Steering Committee nominate for the vacancies about to occur in the offices of Chair, Vice Chair, Hon Secretary, Hon Treasurer and elected members of the Steering Committee at the next Annual General Meeting.

13.2
All members entitled to vote may submit additional nominations for Chair, Vice Chair, Hon Secretary and Hon Treasurer by delivering them in writing to the Secretariat at the registered address of CIBSE within forty two days of publication of the lists of those names proposed by the Steering Committee, together with the written consent of each person to accept office if elected. Only duly qualified persons who have been nominated by not less than two members of ILEVE in classes prescribed by the Steering Committee and who have signified their willingness to serve if elected shall be added to the lists and the names of those making the nominations shall follow the name of the candidate on the ballot paper.

13.3
All members entitled to vote may submit additional nominations for elected vacancies on the Steering Committee by delivering them in writing to the Hon Secretary within forty two days of publication of the lists of the Steering Committee’s nominations, together with the written consent of each person to accept office if elected. Only duly qualified persons who have been nominated by not less than two members of ILEVE in classes prescribed by the Steering Committee shall be added to the lists and the names of those making the nominations shall follow the name of the candidate on the ballot paper.

13.4
In the event of the number of candidates being equal to or less than the number of vacancies a ballot shall not be held and the nominated candidates shall be declared elected at the Annual General Meeting of ILEVE. Any remaining vacancies shall be filled by the Steering Committee by co-option. Any such co-opted member shall retire at the next Annual General Meeting of ILEVE and be eligible for re-election. If a ballot is necessary a ballot form containing the nominations, listed in alphabetical order by surname and stating a latest date for its return, shall be sent to each member of ILEVE entitled to vote.

13.5
Each ballot form shall clearly state the number of vacancies. Each member voting shall clearly indicate those candidates whom they support, up to the number of vacancies stated on the form. Each member shall have discretion to vote for fewer names than the maximum number of vacancies. Any form not completed in accordance with the instructions thereon shall be invalid. Each ballot form
shall be completed and sent so as to arrive not later than the date specified on the ballot form. Ballot forms received after the closing date shall be destroyed unopened.

13.6
The ballot forms shall be counted prior to the Annual General Meeting of ILEVE by Scrutineers appointed by the Steering Committee for that purpose and who are not nominated for election or re-election as members of the Steering Committee. The report of the Scrutineers shall be declared at the Annual General Meeting of the ILEVE.

14 Task groups, panels and working parties

14.1 Chairs of task groups, panels and working parties shall be members of the committees which set them up. Members of task groups, panels and working parties shall be appointed by the committees to which they report, subject to ratification by the Steering Committee, and need not be members of ILEVE; however, only ILEVE members may vote.

14.2 Task groups may be set up by the Steering Committee and the Permanent Committees to carry out specific projects including preparation and revision of publications and shall be wound up when their project is complete or abandoned or after three years, whichever is soonest.

14.3 Panels may be set up by the Steering Committee and the Permanent Committees to monitor and advise a committee on a particular aspect of its work. Their terms of reference and composition shall be reviewed at least once every three years.

14.4 Working parties may be set up by the Steering Committee and the Permanent Committees to carry out specific tasks. Their terms of reference shall clearly state the task to be undertaken and the timescale for delivery, and shall be approved by the Steering Committee. They shall be wound up when the task is complete.

15 Permanent Committees
The Membership Panel shall be a Permanent Committee.

16 Minutes of committees

16.1 The Steering Committee and the Permanent Committees shall keep minutes of their proceedings. A signed set of minutes of every meeting shall be retained permanently to indicate that they have been approved by the committee as a true record of the meeting. An electronic copy of minutes for every meeting should be forwarded to the Secretariat.

16.2 Task groups, panels and working parties shall keep written records of their proceedings and shall submit regular written reports to their parent committees.

17 Continuing professional development (CPD)
All members shall be able to demonstrate that sufficient and appropriate CPD is undertaken on LEV related topics in compliance with the guidelines from time to time set down by the membership committee and shall furnish evidence of relevant CPD undertaken to the Secretariat upon request.
18 Amendments to the Rulebook

The Steering Committee may propose amendments to the Rulebook to the Board. The Board may, in its sole discretion, revoke, amend or add to any Rule in this Rulebook. The Board shall consult the Steering Committee on any changes to this Rulebook.