

## Rulebook of the Society of Facade Engineering

Endorsed by the Society Steering Committee on 21.07.2008.

Approved by CIBSE Board 6.11.08

### 1 Interpretation

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

- 'SFE' means the Society of Facade Engineering, a Division of The Chartered Institution of Building Services Engineers.
- 'Financial year' shall mean 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 Council' means the Council of The Chartered Institution of Building Services Engineers.
- '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 Society of Façade Engineering.
- '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 Society or any other person appointed to perform the duties of the Hon Secretary of the Society, including a joint, assistant or deputy Hon Secretary.
- 'Person actively interested in the field of Facade Engineering' means anyone whose activities are in the field of Facade Engineering and who is whether as a designer, manufacturer, contractor, consultant, technician, researcher, teacher or in any other capacity and whether employed, self-employed or acting as a consultant or contractor or manufacturer or a partner as the case may be in a business in the said field, or generally acts in the said field.
- 'Corporate Member' means a member of the Society in the class of Member, Fellow or Honorary Fellow, provided that in the latter case the Honorary Fellow was previously a Member or Fellow of the Society.

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 for the governance of SFE and may be revoked, amended or added to by the Board.

### 2 Membership

Membership of SFE shall be open to persons actively interested in the field of Facade Engineering.

2.1 The Steering Committee may from time to time create and discontinue classes of membership of SFE. 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 SFE. (See Rule 2.4)

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

2.3 Anyone admitted to membership of SFE 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 Member, a Student Member, 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 Society 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 Society subscription payable (see also section 7.)

2.4 The membership classes shall be:

**Affiliate:** any individual, who has joined SFE and has not been elected to another class of membership of SFE.

**Associate:** a member of SFE, 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 is not a corporate class.

**Member:** a member of SFE, 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 SFE, 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 Society, whether or not s/he qualifies for a class of membership of the Society.

**Student Member:** a member of the Society who is undertaking a recognised Façade Engineering course or who at the time of becoming a member of SFE was already a Student member of CIBSE. If a Student member of CIBSE is elected to another grade of CIBSE membership s/he shall become an Affiliate of the Society.

### **3 Admission**

3.1 No person shall be admitted as a member of SFE or be permitted to remain a member of SFE unless, in the opinion of the Steering Committee, s/he is in a position to further the objectives and purposes for which the Society is constituted, and shall have satisfied the Steering Committee that s/he is a person actively interested in the field of Façade Engineering.

3.2 The Steering Committee shall have an absolute discretion as to the admission of applicants for any of the classes of membership of SFE. The Steering Committee shall not be required to give reason for the exercise of its discretion.

3.3 Application forms shall be sent or handed to the Hon Secretary 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 Hon Secretary 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 Hon Secretary shall send written notification to the unsuccessful applicant.

3.5 The Hon Secretary shall maintain a Roll recording the names of the members of SFE and other such details as the Steering Committee shall determine. The names of successful applicants shall be entered on the Roll by the Hon Secretary, 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 SFE 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 Certificate**

Every member of SFE in a corporate membership class shall be entitled, on payment of a fee to be

determined by the Steering Committee from time to time, to a certificate specifying the class of membership to which s/he belongs. All such certificates shall remain the property of SFE 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 certificate.

## **5 Rights and Privileges of Members**

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

5.2 No member of SFE, 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, may use or permit to be used in the name or in any description of any such company or firm 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 SFE may use the CIBSE Crest or Coat of Arms. No SFE members may use the 'hawk' logo of CIBSE except as prescribed by CIBSE from time to time.

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

## **6 Abbreviated titles and descriptions of membership**

Members of SFE may use the following descriptions, as appropriate, on their personal stationery:

Members: the designatory letters MSFE

Fellows: the designatory letters FSFE

Honorary Fellows, who were previously corporate members of SFE: the designatory letters HonFSFE

Other classes: the words "<class> of the Society of Facade Engineering" where <class> is the full name of the class of membership, i.e. Student Member, Associate Member, Honorary Fellow (those Honorary Fellows who were not previously corporate members of SFE).

## **7 Annual Subscription**

7.1 The Society annual subscription payable for each class of Society membership shall be an amount as may be determined by the Steering Committee from time to time subject to the approval of the Board and may be varied between the classes of membership and may vary according to the place of residence and/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 the classes of membership and may vary according to the place of residence and/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 SFE 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 on behalf of SFE by CIBSE.

## **8 Termination of membership**

8.1 If any member of any class allows his/her subscription (CIBSE or SFE) for any financial year to fall three months in arrears, the Hon Secretary 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 Steering Committee 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 Steering Committee to delete any name if it shall be satisfied that membership ought to be retained.

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

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

8.4 The Steering Committee may allow readmission to SFE 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 SFE shall be dependent on reapplication for membership of SFE 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 SFE, 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 SFE shall nevertheless remain liable to pay all sums due by him/her to the Society 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 Society.

8.7 A member of SFE 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 Façade Engineering. 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 SFE 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 SFE, 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 Government of SFE

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

9.2 SFE shall be governed by a Steering Committee consisting of the following:

- Chairman;
- Vice Chairman;
- Hon Secretary;
- Hon Treasurer;
- Elected members, elected as laid down in Rule 11;
- Such representatives of CIBSE, Institution of Structural Engineers (IStructE), Royal Institute of British Architects (RIBA), and other institutions as are from time to time appointed to serve on the Steering Committee.

The Steering Committee will meet at least every three months. The Steering Committee shall be responsible for the day to day running of SFE. It shall be responsible for setting budgets and subscription rates subject to the approval of the Board. It shall have the authority to appoint and disband subcommittees and panels as required, and to appoint representatives of SFE on other bodies. The committee shall also act as SFE's disciplinary committee and deal with matters of professional practice, subject to the overriding authority of the CIBSE Professional Practice Committee.

9.3 The Chairman, Vice Chairman, Hon Secretary and Hon Treasurer shall be corporate members of SFE. 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.

9.4 The Membership Panel shall be responsible for dealing with all matters of Facade Engineering education and training including continuing professional development. It shall consider all applications for membership of SFE and for transfer between classes of membership and shall have the power to approve or refuse applications.

9.5 The Membership Panel shall be responsible for liaising with all other bodies concerned with Facade Engineering education in the UK. It shall be responsible for recruitment of members to SFE.

## 10 Functions

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

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

## 11 Election of Officers and members of the society Steering Committee and Sub-committees

11.1 The Chairman, Vice Chairman, Hon Secretary, Hon Treasurer, and elected members shall be elected annually by ballot of all members of SFE, except those in the class of Student. The Chairman, Vice Chairman, Hon Secretary, Hon Treasurer, Chairmen of Permanent Committees (such as the Membership Panel), and elected members must be corporate members of SFE.

11.2 The directly elected members of the Steering Committee shall serve for one year and shall be elected by ballot of all members of SFE except those in the class of Student member.

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

11.4 Chairmen 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.

11.5 Except for the Membership Panel, members of Permanent Committees can be in any class of membership of SFE, except Student member. Student members of SFE 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 SFE.

## **12 General Meetings of SFE**

12.1 SFE shall hold General Meetings at least annually and one of those general meetings which takes place in the months of March or April 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 SFE 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 SFE. The notice calling the Extraordinary General Meeting shall state the nature of the business to be considered and no matters not included in the notice shall be considered at such a meeting.

12.4 Every such requisition shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of SFE and may consist of several documents in like form each signed by at least two requisitionists. If the Steering Committee does not within twenty-one days from the date of deposit of the requisition proceed duly to convene a meeting, the requisitionists, or a majority of them, may themselves convene a meeting, but any meeting so convened shall not be held after the expiration of three months from the date of the deposit of the requisition. A meeting convened by requisition shall be convened and conducted in the same manner, as nearly as possible, as that in which meetings are convened and conducted by the Steering Committee. Any reasonable expenses incurred by the requisitionists by reason of the failure of the Steering Committee duly to convene a meeting shall if so determined by the meeting be repaid to the requisitionists by SFE.

12.5 The Chairman of any General Meeting may invite any advisers of SFE to be present at the Meeting, whose advice may in his/her opinion be helpful in matters under consideration. If the Chairman 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 SFE.

12.7 The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice thereof shall not invalidate any resolution passed or any proceedings at any 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 SFE personally present shall be a quorum for an Annual General Meeting and fifteen corporate members of SFE 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 Chairman of SFE, or failing him/her the Vice Chairman of SFE, shall preside as Chairman at every General Meeting, but if there be no such Chairman or Vice Chairman, 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 Chairman 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 Chairman or by at least ten members present, and unless a poll be so demanded, a declaration by the chairman 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 SFE 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 Chairman 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 SFE present at the Meeting or by a postal ballot of all the corporate members entitled to receive notices from SFE. The acceptance or rejection of votes by the Chairman shall be conclusive for the purposes of the decision of the matter in respect of which the votes are tendered, but the Chairman 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 Chairman 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 Chairman of the Meeting shall be entitled to a second or casting vote.

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 SFE 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 SFE, 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 Chairman, Vice Chairman, 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 Chairman-Elect, Vice Chairmen, Hon Secretary and Hon Treasurer by delivering them in writing to the Hon Secretary within forty two days of publication of the lists of the 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 SFE 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.

13.3 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 SFE 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 SFE. 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 SFE and be eligible for re-election. If a ballot is necessary a ballot paper containing the nominations, and stating a latest date for its return, shall be sent to each member of SFE entitled to vote.

13.5 Each ballot paper shall clearly state the number of vacancies. Each member voting shall strike out sufficient names from the ballot paper so as to reduce the names to the respective number of vacancies. Each member shall have discretion to vote for fewer names than the maximum number of vacancies. Any paper not completed in accordance with the instructions thereon shall be invalid. Each ballot paper shall be returned to arrive not later than the date specified on the ballot paper and papers arriving thereafter shall be destroyed unopened.

13.6 The ballot papers shall be counted prior to the Annual General Meeting of SFE 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 SFE.

### **14 Task groups, panels and working parties**

14.1 Chairmen 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 SFE; however, only SFE 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. A task group will normally be expected to complete its work within three years.

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. They shall be wound up when the task is complete.

## **15 Permanent Committees**

The Communications Committee and the Membership Panel shall both be Permanent Committees.

## **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 Societies Manager at CIBSE HQ.

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 Amendments to the Rulebook**

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