

## REGULATIONS

### The Chartered Institution of Building Services Engineers

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1. The qualifications required respectively for each class of membership specified in By-Law 7 are as follows:

**Honorary Fellows** - The Board may elect as Honorary Fellows persons of eminent scientific attainments or other distinguished persons who have rendered outstanding services to the Institution or whose association therewith is deemed by the Board to be of significant benefit to the Institution. The total number of Honorary Fellows shall not exceed sixty and of these no more than thirty-five shall be corporate members of the Institution. A corporate member elected as an Honorary Fellow shall retain the rights and privileges of corporate membership.

**Fellows** - A Fellow shall be a person who in the opinion of the Board has by their attainments acquired an established reputation as a Building Services Engineer and has produced evidence to the satisfaction of the Board that they have passed such other test or interview as the Board may from time to time require and who is engaged, disregarding temporary unemployment at the time of their application, in building services engineering and in addition:-

(a) that they:-

being already a Member have been engaged in a position of responsibility in building services engineering for at least ten years of which period for not less than three years they have been engaged in a position of superior responsibility; or

(b) that they:-

being in possession of the qualifications for Membership have been engaged in a position of responsibility in building services engineering for at least ten years of which period for not less than three years they have been engaged in a position of superior responsibility.

**Members** - A Member shall be a person who in the opinion of the Board is qualified for corporate membership of the Institution and has produced evidence to the Board that they:-

- (a) have passed such examination or other academic test as the Board may require;
- (b) have received an adequate training in building services engineering;
- (c) have demonstrated by means of an interview or other test to the satisfaction of the Board that they are competent by virtue of their fundamental education and training to apply the scientific method and outlook to the analysis and solution of engineering problems: are able to assume personal responsibility for the development and application of engineering science, construction, manufacture, superintending, managing and in the education of the engineer and that their work is predominantly intellectual and varied and not of a routine mental or physical character; and have in carrying out their work exercised original thought and judgement and supervised the technical and administrative work of others; and
- (d) are, disregarding any temporary unemployment at the time of their application for membership, engaged in a position of responsibility in building services engineering.

Provided that a candidate who has not passed one of the above-mentioned examinations may be admitted to Membership if they have produced evidence to the satisfaction of the Board that they have been employed for a period of not less than ten years in a responsible position in building services engineering and have submitted such thesis as the Board may determine.

**Associates** - An Associate shall be a person who has produced evidence to the satisfaction of the Board that they:-

- (a) have passed such examination or other academic test as the Board may require;
- (b) have received an adequate training in building services engineering;
- (c) have demonstrated to the satisfaction of the Board that they have obtained appropriate experience and responsibility in building services engineering; and
- (d) are, disregarding any temporary unemployment at the time of their application for membership, engaged in a position of responsibility in building services engineering.

Provided that a candidate who has not passed one of the above mentioned examinations may be admitted as an Associate if they have produced evidence to the satisfaction of the Board that they have been employed for a sufficient period in a responsible position in building services engineering, and have submitted such thesis as the Board shall determine.

**Licentiates** - A Licentiate shall be a person who has produced evidence to the satisfaction of the Board that they:-

- (a) have passed such examination or other academic test as the Board may require;
- (b) have received adequate training in building services engineering;
- (c) have demonstrated to the satisfaction of the Board that they have obtained appropriate experience in building services engineering; and

(d) are, disregarding any temporary unemployment at the time of their application for membership, engaged in building services engineering.

**Companions** - A Companion shall be an experienced practitioner of any discipline who is actively interested in the promotion of building services engineering and whose status is in the opinion of the Board equal to that of a Corporate Member but who is not qualified for corporate membership.

**Affiliates** - An Affiliate shall be a person who is actively interested in the promotion of building services engineering or who is receiving regular training or instruction in building services engineering but who is not qualified for any other class of membership.

**Graduates** - A Graduate shall be a person who in the opinion of the Board is making satisfactory progress in the acquisition of qualifications for corporate membership and in addition:-

- (a) has passed such examination or other academic test as the Board may require;
- (b) has satisfied the Board that they have received or are receiving such regular training as will in due course enable them to practise in building services engineering.

No person shall remain a Graduate for more than ten years from the date of their election as a Graduate of the Institution.

2. Before forming an opinion or being satisfied as required for the several purposes stated in Regulation 1 the Board may require the candidate to attend an interview or pass such other test as the Board may from time to time determine.

## **Rights And Privileges Of Members**

3. The membership classes, the corporate and non-corporate membership, the permitted use of descriptions and titles of membership, are as set out in By-Laws 7 to 10.

4. The rights and privileges of a member of any class shall be personal to themselves and shall not be transferable or transmissible by their own act or by operation of law.

5. Subject to the provisions of the Charter and By-Laws the Institution may confer privileges as the Board may direct and upon all persons who shall be qualified and elected to membership in accordance with the Charter and these by-laws. Such persons when they have been elected and have paid the entrance fee, if any, and the first subscription shall entered on the register of members under their respective classes.

6. Any member acting jointly with or practising in partnership with any person not a member of the Institution or under the title of a firm shall not after the joint names or after the title of the firm use any abbreviation descriptive of membership of the Institution or the name of Chartered Building Services Engineers.

7. A certificate of election to their class of membership in the Institution may be issued, on payment of such fee as the Board shall determine, to every Honorary Fellow, Fellow, Member, Associate and Licentiate. Every such certificate shall remain the property of and shall on demand be returned to the Institution.

## **Elections And Transfers**

8. At the discretion of the Board, and subject to the provisions of the Charter and By-Laws, a properly qualified person may, on application, be transferred from one class of membership to another.
9. Every proposal for election or application for transfer shall be in accordance with forms to be approved from time to time by the Board and shall be forwarded to the Chief Executive who shall lay the proposal or application before the Board.
10. A list containing the full name, designation, occupation and business address of every candidate for election as a Fellow, Member, Associate, Licentiate or Companion with the name of their sponsor, together with a similar list of applicants for transfer into any of these classes, shall be displayed in the Headquarters of the Institution and shall be published in such manner as the Board may determine. Such display and publications shall be made as soon as possible after the proposal or application forms duly completed shall have been received by the Chief Executive.
11. After the lapse of at least one month from the date of the first of such publications, during which any corporate member may communicate by letter with the Chief Executive respecting the qualifications or character of any candidate or applicant, the proposals and applications and all communications relative thereto shall be considered by the Board who may provisionally direct the election or transfer of the candidate or applicant into such class as they may decide, or may reject them.
12. When the Board have provisionally directed the election of a candidate or the transfer of an applicant, the Chief Executive shall give the candidate or the applicant, (as the case may be) notice thereof and of the resultant entrance fee, additional entrance fee, annual subscription, or additional annual subscription. The candidate or applicant shall be required to sign (if they shall not already have done so) an undertaking that they will observe and be bound by the Charter, the By-Laws and by these Regulations and to pay their entrance fee and first annual subscription or their additional entrance fee and additional subscription for the current year, as the case may be. Upon the satisfaction of these requirements the election or the transfer shall take effect and the name of the candidate or the applicant (as the case may be) shall be entered in the register of members.
13. Notices of elections and transfers shall be published in such manner as the Board may determine but in the case of non-election no mention thereof shall be made in any publication by the Board.

## **Examinations**

14. The Board may cause examinations to be held for candidates seeking to become Members, Graduates, Associates or Licentiates.
15. The Board shall make and publish Rules consistent with the Charter for such examinations and the preparation and submission of theses and shall define the cases and circumstances under which these shall be held or submitted, the period and places for holding or submitting them, the subjects to be comprised, and the fees to be paid or deposited by the candidates, and may from time to time vary the same.
16. Such Rules shall include a list of examinations held by other bodies, the passing of which will exempt a candidate from being required to pass the Examinations, or any portion thereof, set by the Institution.

## **Entrance Fees And Subscriptions**

17. Every person shall on election to any class of membership pay such entrance fee as the Board shall determine for that class. Provided that such entrance fee shall not exceed one year's subscription at the current rate for the class of Member.
18. Save in the case of a Fellow who has compounded their subscription for all future years prior to the date when this Regulation comes into effect, the annual subscription payable by all members shall be as the Board shall from time to time recommend and a General Meeting shall have approved.
19. Every member of the Institution shall be liable to contribute to the assets of the Institution, in the event of the same being wound up while they are a member, or within one year after they cease to be a member, for the payment of the debts and liabilities of the Institution contracted before they cease to be a member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding the equivalent of one year's annual subscription appropriate to their grade.
20. All subscriptions shall be payable in advance, and shall become due on the first day of January in each year. The first subscription of any member elected or transferred during the year shall date from the first day of January in the year of election or transfer except when the election or transfer is made after the thirtieth day of June, when the subscription for the following year shall be payable.
21. The Board may at their discretion in any special case reduce or remit the annual subscription or arrears of annual subscriptions of any member.
22. No notices or publications of the Institution shall be sent to members otherwise entitled to receive them who are more than six months in arrear with their subscriptions but the Board may in their discretion send publications to members whose subscriptions have been reduced or remitted by the Board as hereinbefore provided.

## **Termination Of Membership**

23. If any member shall leave their subscription in arrear for three months and shall fail to pay such arrears within two months after a written application has been sent to them by the Chief Executive, then their name may be struck off the register by the Board at any time thereafter and they shall thereupon cease to have any rights as a member but they shall nevertheless continue liable to pay the arrears of subscription due at the time of their name being struck off; provided always that this by-law shall not be construed as compelling the Board to remove any name if they shall be satisfied the same ought to be retained.
24. Any member notifying the Chief Executive in writing that they wish to withdraw from the Institution shall, after the payment of all arrears, if any, then due by them, cease to be a member of the Institution and their name shall be removed forthwith by the Board from the register of members of the Institution.
25. Upon the Board being satisfied of the death of any member their name shall be removed from the register of members of the Institution.

## **Re-Admittance**

26. (a) A member whose membership has lapsed under Regulations 23 or 24 may apply for re-admittance to membership in accordance with such conditions as the Board shall determine.

(b) Any person seeking re-admittance who has been struck off the register of members in accordance with the provisions of Regulation 23 shall be liable to pay such amounts in respect of entrance fees and arrears of subscription as the Board shall determine.

## **Discipline**

27. If the Board are of the opinion that the conduct of any member of the Institution is a subject proper for enquiry as to whether, in the interests of the Institution and in the interests of the public in general, there are grounds for their expulsion, suspension or censure, or if ten or more corporate members draw up and sign a proposal for the expulsion, suspension or censure of such a member on any ground whatever, which is not in the opinion of the Board of a frivolous nature, and shall deliver the same to the Chief Executive, the Board shall make such enquiry as they deem adequate.

28. The Board may, if they think fit, temporarily suspend the member from membership of the Institution pending such enquiries as aforesaid.

29. The Board has for the purpose of exercising its disciplinary powers under the by-laws and (without limiting the scope of such powers) delegated these powers to an independent Professional Practice Committee.

The Board will;

(a) set up an Appeals Committee to hear any appeal by the member concerned of the Board's Professional Practice Committee's disciplinary decision; and

(b) issue Regulations from time to time to regulate the procedure of the Professional Practice Committee and Appeals Committees and to determine their constitution and the manner in which the disciplinary process shall be conducted with a view to giving the member concerned a fair hearing and to do such other things as shall be thought by the Board to be desirable.

The above Committees shall be formed by appointment by the Board as it considers fit from among the Corporate Members of the Institution provided always that no Corporate Member may serve concurrently on more than one such Committee. Subject to any such regulations made by the Board, such Committees may regulate their own procedure.

## **Return Of Membership Certificates**

30. Upon the resignation, expulsion or suspension of a member they shall return to the Chief Executive forthwith the certificate of their membership and they shall not use any of the distinctive titles which members of the Institution are entitled to use by reason of such membership.

## Election of the Board

31. The Board shall establish a Nominations Panel which shall invite proposals from the membership at large of eligible individuals who are willing to serve as President Elect or as members of the Board and consider all proposals received.
32. The Nominations Panel shall consider whether there are sufficient suitably qualified candidates to fill all vacancies so as to ensure that the Board has the necessary skills, knowledge and experience to operate effectively and shall if necessary seek additional candidates for consideration. The Panel shall then recommend to the Board eligible candidates for all vacancies in the Office of President Elect and for members of the Board.
33. The Nominations Panel shall further recommend candidates to be appointed by the Board to the Offices of Vice President and Honorary Treasurer. The Panel shall seek to identify candidates from amongst those who are or have been Officers or members of the Board but should insufficient such candidates be available the Panel may consider any other eligible candidates.
34. At least three months before the Annual General Meeting the Board having considered the recommendations of the Nominations Panel shall cause to be circulated to all members entitled to vote lists of duly qualified persons whom the Board nominate for the vacancies about to occur in the office of President-Elect and for members of the Board at the next Annual General Meeting. The Board shall also notify all members entitled to vote of the candidates it has appointed to take Office as Vice- Presidents and as Honorary Treasurer at the next Annual General Meeting.
35. Any eligible candidates considered by the Nominations Panel but not nominated by the Board may choose to be added to the lists of candidates for election as President Elect or as a member of the Board, subject to obtaining written nominations from ten Corporate members of the Institution prior to publication of the nominations. The names of the ten Corporate members nominating any such candidate shall be published as part of the ballot information.
36. A ballot paper, which may be in electronic form, containing the nominations and stating a latest date for its return shall be sent or made available by electronic means to each corporate member entitled to vote. Supporting profiles and biographical information may be submitted by candidates in a standardised format laid down by the Board and shall be circulated along with the ballot paper. Direct canvassing by candidates or by others on behalf of a candidate is not permitted. For the avoidance of doubt this does not prohibit private communications between individuals already known to each other for the purposes of obtaining nominations or otherwise in connection with the election process.
37. 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 but each member voting shall have discretion to vote for less 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. In the event of there being only the exact number, or less, of candidates as there are vacancies a ballot will not be held and the nominated candidates shall be declared elected; any remaining vacancies shall be filled by the Board by co-option. Any such co-opted member shall retire at the next Annual General Meeting and be eligible for re-election.
38. The ballot papers shall be counted prior to the Annual General Meeting by Scrutineers appointed by the Board for that purpose and who are not nominated for election or re-election as members of the Board. The report of the Scrutineers shall be declared at the Annual General Meeting.

## Procedure, Powers and Duties of the Board

39. The Board shall hold at least two meetings each year. One such meeting in each year must involve the physical presence of those members of the Board who attend the meeting. Other meetings may take such form, including videoconferencing, as the Board decide provided that the form chosen enables the members of the Board both to see and to hear each other.

40. The President shall be the Chair at every meeting of the Board, or in their absence the meeting shall elect a Chair.

41. The Board may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit and may determine their own quorum; if no other number is prescribed by these by-laws or by Rules made thereunder, five members of the Board shall form a quorum. Questions arising at any meeting shall be determined by a majority of votes. Every member of the Board shall have one vote at meetings of the Board and in the case of an equality of votes, the Chair shall have a second or casting vote.

42. On the request of the President or any five corporate members of the Board, the Chief Executive shall summon a meeting of the Board by seven clear days' notice served upon the members of the Board.

43. A meeting of the Board at which a quorum is present shall be competent to exercise all the authorities, powers and discretions by or under these by-laws for the time being vested in the Board.

44. The Board may delegate any of their powers to committees consisting of such member or members of the Board and members of the Institution as they think fit, and any committee so formed shall in the exercise of the powers so delegated conform to any regulations imposed on it by the Board. The meetings and proceedings of any such committee consisting of more than one person shall be governed by the provisions of these by-laws for regulating meetings and proceedings of the Board so far as applicable and so far as the same shall not be superseded by any regulations made by the Board as aforesaid.

45. The Board may also, if they think fit, invite to attend any Board meeting, on an ad-hoc or regular basis, or attend any committee, as Qualified Specialist any person whether a member of the Institution or not who is considered to be specially qualified to assist the Board or such committee save that and no such invited member shall be entitled to vote at any meetings of the Board or at any meetings of committees which they attend.

46. All acts bona fide done by any meeting of the Board or of any committee or by any person acting as a member of the Board, shall notwithstanding that 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 member or person had been duly appointed or had duly continued in office and was qualified to be a member of the Board or of such committee.

47. The Board shall cause proper Minutes to be made of all appointments of Officers made by the Board and of the proceedings of all General Meetings of the Institution and of the Board and of every committee, and of all business transacted at such meetings.

48. Any such Minutes of any meeting, if signed by the Chair of the meeting, or by the Chair of the next succeeding meeting, shall be sufficient evidence without any further proof of the facts therein stated.



49. The Board shall manage the property, proceedings and affairs of the Institution in accordance with the Charter and these by-laws and may exercise all such powers of the Institution as may be exercised by the Institution and are not by the Charter or by these by-laws required to be exercised by the Institution in General Meeting.

50. The Board shall arrange for the publication, in any manner which they may deem advisable, of such papers, documents and publications as may be considered by the Board to be likely to advance building services engineering and the objects of the Institution.

51. The Board may exercise the power of the Institution to borrow or raise money for the purpose of the Institution and may, at their discretion, do so on the security of the property and assets of the Institution.

52. The Board may make rules governing their own conduct, that of their Officers and that of their committees and of Regions, Branches, Divisions and Sections of the Institution and other matters as may be necessary, provided always that such Rules are consistent with the Charter and these by-laws, and that no such Rule shall have any validity or effect if it constitutes or involves such an alteration of or addition thereto as could only lawfully be made by the Institution in General Meeting. Such Rules may only be amended or rescinded by resolution of the Board passed by at least two-thirds of the members of the Board present and voting and confirmed by a majority of members of the Board present and voting at the next meeting of the Board.

53. The Board at their discretion may appoint members of the Institution or employees of the Institution to represent it at meetings of other bodies with which the Institution wishes to co-operate. The Board shall determine the conditions governing such appointments and when the representative ceases to be a member of the Institution or an employee of the Institution, as the case may be, they shall ipso facto cease to be a representative of the Institution.

## **Proceedings At General Meetings**

54. 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 Board and of the Auditors, the report of the Scrutineers as to the results of the voting on the election of members of the Board, and the appointment and the fixing of the remuneration of the Auditors.

55. 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 Board 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.

56. The President, or failing them the President-Elect, or failing them one of the Vice-Presidents, shall preside as Chair at every General Meeting, but if there be no such President, President-Elect, or Vice-President, 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 Board who shall be present to preside.

57. 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.

58. Save as provided under Regulation 66, 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 the Institution shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution. The demand for a poll may be withdrawn.

59. Subject to the provision of Regulation 60, 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 their 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 present at the Meeting or by a ballot of all the corporate members entitled to receive notices from the Institution as the Chair in their discretion may decide. 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 their decision at the same meeting if any error be then pointed out to them.

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

61. In the case of an equality of votes, whether on a show of hands or on a poll, the Chair of the Meeting shall be entitled to a second or casting vote.

62. 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.

63. Every corporate member shall have one vote whether on a show of hands or on a poll, and all votes shall be given personally or where permitted by the Board or as provided under by-law 98 by proxy. Non-corporate members shall not be entitled to vote.

64. Where a resolution is proposed at a General Meeting pursuant to Articles 4, 9 or 10 of the Charter the Board shall include with the notices calling such General Meeting forms of proxy to enable members to exercise their vote on the resolution without attending personally at the meeting. Votes may be given on any such resolution put to the vote of the meeting either personally or by proxy. Every person having an entitlement to vote on such resolutions shall have one vote. No person shall be appointed a proxy to vote on such resolution who is not entitled in their own right to vote at such meeting unless such person appointed as proxy is the Chair. The instrument appointing a proxy shall be in such form, and the appointments of such a proxy shall be effected in such manner, as the Board may from time to time prescribe.

65. The instrument appointing a proxy (or a copy thereof served by means of electronic communication) shall be received by the Office of the Institution not less than 48 hours before the time for holding the meeting at which the person named in the proxy proposes to vote, but no instrument appointing a proxy shall be valid after the expiration of six calendar months from its date.

66. A vote given in accordance with the terms of an instrument appointing a proxy shall be valid notwithstanding the previous death of the principal or revocation of the proxy unless written notification of the death or revocation had been received by the Institution before the vote was taken.

## **Chief Executive**

67. The Chief Executive of the Institution shall be appointed by the Board for such period, at such remuneration and on such terms and conditions as they may determine. The Chief Executive shall engage, subject to the approval of the Board, all persons employed by the Institution, and be responsible for them, and shall generally conduct the business of the Institution under the direction of the Board.

68. Subject to the provisions of the Charter and By-Laws the Board may exercise the powers of the Institution to make provision for the payment of pensions or other payments to employees whether by agreement at the time of appointment or otherwise as the Board may think fit.

## **Regions And Divisions**

69. The Board may establish Regions of the Institution, and each Region shall undertake such functions of the Institution as the Board may direct in such area as the Board may define. The members of a Region shall be the members (or such classes of members as the Board may determine) whose registered addresses are within the area of such Region excluding those who have given notice in writing to the Chief Executive of their desire not to be members of such Region and including those whose registered address is not within the area of such Region but who have notified the Chief Executive in writing that they wish to be members of such Region. No member shall be a member of more than one Region. Each Region shall be constituted, and its affairs shall be conducted in accordance with Rules made from time to time by the Board. Such Rules shall set the area and functions of the Region and shall make provisions concerning inter alia: -

- (1) the election of a Region management committee;
- (2) the election of a Chair of the Region; and
- (3) the expenses of the Region

70. The Board may establish Divisions of the Institution comprising members interested in a particular branch of knowledge of building services engineering as defined for this purpose by the Board. Each Division shall be constituted and its affairs shall be conducted in accordance with Rules to be made from time to time by the Board, and may be titled a Society, Group, Network or such other term as the Board may decide. Such Rules shall define the functions of the Division and shall make provisions concerning inter alia: -

- (1) the election of a Divisional management committee
- (2) the election of a Chair of the Division: and
- (3) the expenses of the Division

71. The Board shall not delegate to a Region or to a Division any function the exercise of which would derogate from the rights of the corporate members of the Institution. The Board may from time to time alter the area of a Region, the subjects of a Division and the Rules as to the conduct of the affairs and meetings thereof, and shall have power to dissolve any Region or Division at any time after it has been formed except that a Region or Division shall not be dissolved without full consultation with members of that Region or Division.

72. No Region shall charge an entrance fee or subscription nor shall any Region require the submission of any form of application for membership.

73. The Board may if they think fit require members of a Division to pay an additional entrance fee or subscription to meet the costs of the Division. The Division may require the submission of a form of application for membership of the Division.

## Notices

74. A notice, which shall include a voting or ballot paper, proxy form, invitation to appoint a proxy, letter or other communication, may be served by the Institution upon any member, either personally or by sending it through the post in a prepaid letter or by using electronic communication, addressed to such member at their registered address as appearing in the register of members or in relation to an electronic communication to such member at an address or number notified for the purpose of such communication.

75. Any notice, if served by post, shall be deemed to have been served 48 hours after the letter containing the same is put into the post, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid letter.

76. Any notice or communication served using electronic communication shall be deemed to have been served 48 hours after it was sent and in proving such service it shall be sufficient to prove that the communication was properly addressed and electronically sent.

77. Any notice may be served on the Institution by leaving it at or sending it by post to the Headquarters of the Institution. The Board may from time to time promulgate regulations as to the service of notices on the Institution (including such other communications as are referred to in Regulation 74, the appointment of proxies, the registration of voting, communication of any other instruction and requisition of a meeting) by members by means of electronic communication in addition to or in place of other means of communication as may be expressed in these by-laws and such regulations may include a stipulation that failure to observe strictly the requirements of such regulations shall invalidate the notice. The Board may treat any notice which purports to be or is expressed to be sent on behalf of a member as sufficient evidence of the authority of the person sending that notice to send it on behalf of that member.

### Revision History (Since March 2025)

Revision publish Date:	Version	Summary of Change	Approval Name:	Approval Date:
2 <sup>nd</sup> April 2025	1.0-2025	Regulation no. 45 – Change from Co-Opted to Qualified Advisor for clarity on role and voting rights.	Board	27 <sup>th</sup> February 2025

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