

THE NORFOLK ASSOCIATION OF ARCHITECTS

RULES OF THE ASSOCIATION

(Revised March 1927, March 1928, March 1932, January 1947, 7 November 1952, 4 April 1962, 20 June 1964, 18 June 1973, 23 June 1975, 12 October 1982, 11 January 1983, 11 January 1936, 28 May 1991, 22 May 1997, 11 May 2016)

1. NAME, PROVINCE AND INCORPORATION

- 1.1 The NAME of the Association shall be "The Norfolk Association of Architects."
- 1.2 The PROVINCE shall be the County of Norfolk, or as the R.I.B.A. Council may from time to time agree.
- 1.3 INCORPORATION. The Association is a constituent body of the Eastern Region and a branch of the Royal Institute of British Architects and the Rules of the Association are herewith incorporated (also see Rule 6.7).

2. OBJECTS

- 2.1 The OBJECTS of the Association shall be to promote within its area the objects of the R.I.B.A. as set out in its Charter.

3. CODE OF PROFESSIONAL CONDUCT

- 3.1 THE CODE OF PROFESSIONAL CONDUCT governing all Members shall be that laid down by the Royal Institute of British Architects, as revised from time to time.

4. MEMBERSHIP

- 4.1 CLASSES: Membership shall consist of THREE classes - MEMBERS, non-subscribing HONORARY MEMBERS, and SUBSCRIBERS.
- 4.2 MEMBERS shall be Corporate and Student Members of the R.I.B.A. automatically, as long as their electoral address falls in the province of the Association.
- 4.3 HONORARY MEMBERS shall be persons not professionally engaged in practice as Architects, who are especially distinguished by reason of their knowledge of or interest in Architecture, or any kindred art or science, as may be elected by the Council of the Association.
- 4.4 SUBSCRIBERS shall be such persons expressing an interest in architecture and wishing to attend ordinary meetings of the Association as may be approved by the Council.
- 4.5 SUBSCRIBERS shall apply to the Honorary Secretary for membership. The applicant shall be nominated by two members and be accompanied by the initial annual subscription fee.

5. SUBSCRIPTIONS

- 5.1 The annual subscription for Subscriber Members shall be £10.00 except for those undertaking recognized courses of study when it shall be £3.00. Subscriptions shall be payable in advance and shall be due on the first day of January each year.

Subscriptions shall be reviewed every two years, and if necessary adjusted as the Council may decide. Subscriber members shall be notified in advance of any increase in subscription.

- 5.2 Liability for payment of the annual subscription, and arrears if any, shall rest with the Subscriber until written notice of resignation has been received and acknowledged by the Honorary Secretary. The Council shall have power to remit the whole or part of such current year's subscription, having regard to the date and circumstance of resignation.
- 5.3 Overdue Subscriptions shall be reported to the Council by the Honorary Treasurer and notice shall be given by the Honorary Secretary to the subscriber concerned, and if the same is not paid within one month of the date of such notice, membership shall cease, always provided that the Council shall have power to relax this Rule in exceptional circumstances.
- 5.4 Honorary Members shall be non-subscribing.
- 5.5 Particular activities may be organized on a subscription basis, at the discretion of the Council.
- 5.6 Donations may also be invited by the Council.
- 5.7 Collection of subscriptions shall be by a Direct Debiting Scheme. The Association shall participate in a Direct Debiting Scheme as an Originator for the purpose of collecting subscriptions for any class of membership and/or any other amounts due to the Association. In furtherance of this object the Association may enter into any indemnity required by the Banks upon whom direct debits are to be originated. Such indemnity may be executed on behalf of the Association by any two of the following:

The President, the Honorary Secretary and the Honorary Treasurer.

(Subscriber members not wishing to participate in the Direct Debiting Scheme may pay by cheque or cash).

6. OFFICERS, COUNCIL AND COMMITTEES

- 6.1 The OFFICERS of the Association shall consist of: The President, one Vice- President, an Honorary Secretary, and an Honorary Treasurer. These shall be corporate members of the R.I.B.A. (See also Rule 4.3).
- 6.2 The COUNCIL shall consist of:
- The Officers.
 - Immediate Past President.
 - The regionally elected Member of Council of the R.I.B.A., if a Member of the Association.
 - Up to Eight Corporate Members of the Association.
 - One Norwich University of the Arts Member as proposed by NUA.
 - One Student Member.
 - One representative of the Chartered Institute of Architectural Technologists.
 - One representative of the Royal Institute of Chartered Surveyors (Quantity Surveyors Division).
 - One representative of the Institute of Structural Engineers.
 - One representative of the Norwich Forum for the Construction Industry.
 - One Subscriber Member.
- 6.3 TERMS OF OFFICE
- 6.3.1 The PRESIDENT shall be elected for one year and shall thereafter be eligible for a further term of one year. After completion of his term as Immediate Past President, he shall not be eligible for re-election as President until one year has elapsed.
- 6.3.2 The VICE-PRESIDENT shall be elected for one year and shall thereafter be eligible for a further term, but shall not serve for more than six consecutive years.

- 6.3.3 Other Officers shall be elected for one year and shall thereafter be eligible for further terms, but shall not serve for more than six consecutive years in that office.
- 6.3.4 Council Members shall be elected for three years and shall thereafter be eligible for further terms, but shall not serve more than six consecutive years, except as Immediate Past President, Honorary Secretary, Honorary Treasurer, or as a regionally elected member of the R.I.B.A. Council. Members who cease to serve because of this time limit may be re-elected after a break of one year. The six corporate members of the R.I.B.A. serving on the Council shall be elected for three years, one-third of them being elected annually.
- 6.4 Casual vacancies caused by the death or resignation of an elected Officer or Member may be filled for the remainder of the session at the discretion of the Council.
- 6.5 CO-OPTED MEMBERS OF COUNCIL: The Council shall have the power to co-opt Members to vacant positions during the course of the year as it sees fit. These Members will be formally nominated onto Council at the subsequent AGM.
- 6.6 Committees or Working Groups may be appointed by the Council as it deems fit.
- 6.7 THE COUNCIL AND THE R.I.B.A.: The Council shall be responsible to the Council of the R.I.B.A., through the Regional Council and shall manage the affairs of the Association subject to the approval of the General Body of the Association, except in matters expressly reserved in these Rules for the decision of the Council. It shall have power to prescribe the form required to be completed and signed by all applicants for membership; to form Committees consisting of Members of the Council or of the Association; to make regulations for the proceedings of any such Committee, and to delegate to it such powers as it may consider appropriate and place limits on any expenditure any such Committee may incur on behalf of the Association. Every Member of the Council and Honorary or other servant or Officer shall be indemnified by the terms of the Charter of the R.I.B.A.
- 6.8 An Annual Report of the Council's activities for the preceding year shall be presented to the Annual General Meeting.

7. ELECTIONS

- 7.1 Elections are to be held annually by ballot of all Members.
- 7.2 The Nominations List, together with a ballot paper in such form as the Council may direct, shall be sent to each Member at the same time as the notice convening the Annual General Meeting.
- 7.3 VOTERS: Members shall be eligible to vote on any ballot for Officers and Members of the Council.
- 7.4 Ballot papers may be returned to the Honorary Secretary, in a sealed envelope, prior to the date of the meeting or handed in at the meeting.
- 7.5 Two Scrutineers shall be appointed at the meeting to receive and examine the ballot papers. In the event of a tie, the Chairman of the meeting shall exercise a casting vote.

8 MEETINGS

- 8.1 Meetings shall be presided over by the President, or in his absence, the Vice-President, or the Immediate Past President, or a Member elected by the Members present.
- 8.2 Ordinary Meetings of the Association shall be held at such times and in such places as may be decided by the Council. All Members may take part in discussions at Ordinary Meetings, but only Corporate Members may vote on any question affecting professional practice.

- 8.3 The Annual General Meeting shall be held before the end of June in each year on a date to be appointed by the Council. A copy of the Agenda shall accompany the Notice of the Meeting and shall be sent to all classes of Membership. Copies of the Annual Report of the Council, together with a copy of the Statement of Account and Balance Sheet for the year completed on 31st December previous to the Annual General Meeting shall be available at the Annual General Meeting for those attending, and shall be available prior to the Annual General Meeting to those who specifically request it following receipt of the Notice of the Annual General Meeting.
- 8.4 A Special General Meeting shall be convened by the President on the written request of not less than five Members, or may be convened by Council. The purpose for which the meeting is required is to be stated on the request, and also on the notice convening the meeting. No other business beyond that appearing on the Agenda may be dealt with at such Special General Meeting.
- 8.5 Council Meetings shall be held as may be found necessary, but in any event not less than once in every three months. Council Meetings may be open to all classes of Member who may not debate or vote.
- 8.6 **CASTING VOTE:** In the case of an equality of votes on any resolution the Chairman shall have a casting vote.

9. HONORARY SECRETARY

- 9.1 The Honorary Secretary shall have charge of all property of the Association except its funds. He shall take minutes of all meetings and conduct the business and general correspondence of the Association subject to the direction of the Council.
- 9.2 Assistant Honorary Secretary: The Council may at their discretion, appoint an Assistant Honorary Secretary, who may attend meetings of the Council, but shall not be entitled to vote.

10. ASSOCIATION FINANCES

- 10.1 The Council shall be responsible for the finances of the Association and for ensuring that money received from the R.I.B.A. through the Regional Council is expended in accordance with the declared policy of the R.I.B.A. Council.
- 10.2 Approval of Expenditure: No Council Member or Officer shall incur any charge of funds of the Association without the previous consent of the Council except as provided hereinafter.
- 10.3 The Honorary Treasurer shall have charge of the funds of the Association and shall receive and disburse the same as the Council shall direct. He shall present an audited account of the income and expenditure together with a Balance Sheet of funds of the Association at the Annual General Meeting in each year.
- 10.4 Auditors: Accounts will be audited in line with R.I.B.A. Regional Council policy.

11. ASSOCIATION STAFF

The recruitment and payment of such staff as may be required shall be the responsibility of the Council.

12. ALTERATION OF THESE RULES

Any alteration or extension of the Rules shall be proposed and seconded at an Ordinary Meeting of the Association, a copy sent to every Member and Subscriber and voted on at a Special General Meeting.