

RIBA Norfolk

RIBA Norfolk – Branch Rules – 6 October 2021

(Previously 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 1986, 28 May 1991, 22 May 1997, 11 May 2016)

1. NAME

1.1 The name shall be RIBA Norfolk.

1.2 RIBA Norfolk is the Norfolk branch of the Royal Institute of British Architects (RIBA).

2. MISSION STATEMENT

2.1 The mission statement of RIBA Norfolk is:

“RIBA Norfolk is a volunteer committee-led group run by architects for architects. We are the Norfolk branch of the Royal Institute of British Architects (RIBA) and support their vision.

RIBA Norfolk is approachable and useful for all – architects, architecture students, construction industry professionals and the wider public. We do this by:

- Championing local architecture through talks, seminars, building visits, networking, and other events.
- Raising the quality of design and construction across the county through collaboration, knowledge-sharing, and peer review, and
- Providing signposting and a starting point for those looking to engage with local architects.

3. CODE OF CONDUCT

3.1 RIBA Norfolk and all its members are governed by the current RIBA Code of Professional Conduct.

4. MEMBERSHIP

4.1 All RIBA chartered, student and associate members with an address in Norfolk are automatically RIBA Norfolk members.

4.2 Honorary members are members of RIBA Norfolk or the committee who are not professionally engaged in practice as architects but have a particular knowledge or interest in architecture.

4.3 Non chartered members from other professions shall not equal or outnumber chartered members. Non chartered members will be invited and co-opted by a majority vote of members at a committee meeting for a maximum term of 2 years, or longer as the committee see fit.

5. COMMITTEE AND OFFICERS

5.1 The officers of the committee shall consist of the Chair, the Vice-Chair, the Secretary, and the Treasurer.

5.2 The committee shall consist of the officers noted in 5.1, together with chartered members, other non-chartered members as agreed by the committee and a local architecture student and a staff representative.

5.3 Sub-committees or working groups may be appointed as the committee see fit.

5.4 RIBA Norfolk shall manage the branch subject to the approval of RIBA East.

6. TERMS OF OFFICE

6.1 The Chair shall be elected for one year and then eligible for a further term of one year. The Chair will then not be eligible for re-election as the Chair until one year has lapsed.

6.2 The Vice Chair shall be elected for one year and then eligible for a further term of one year but shall serve no longer than six consecutive years in this office.

6.3 Other offices shall be elected for one year and then eligible for further terms but shall serve no longer than six consecutive years in that office.

7. MEETINGS

7.1 Meetings shall generally be held monthly unless otherwise agreed by the committee.

7.2 Meetings shall generally be chaired by the Chair, or in their absence, the Vice-Chair, Immediate Past Chair, or other nominated member of the committee.

7.3 The Secretary shall issue an agenda prior to the meetings and minutes following the meetings to all committee members and RIBA East.

7.4 All meetings are open to all chartered, student, associate, and honorary members to attend.

7.5 All meetings shall be attended by a minimum of five committee members for the meeting to be quorate.

7.6 The Annual General Meeting (AGM) shall be held annually at a time agreed by the committee.

7.7 A copy of the AGM's agenda shall be issued with the Notice of the AGM and be sent to all chartered, student, associate, and honorary members. A copy of the accounts for the previous full year shall be made available to any member who requests it prior to the meeting.

7.8 A Special General Meeting (SGM) can be convened by the Chair or the committee. No other business other than that on the agenda of an SGM may be covered at such a meeting.

8. ELECTIONS

8.1 Elections of committee officers are to be held annually prior to the AGM and shall be formally appointed to the position at the AGM.

8.2 All chartered, student and associate members may nominate themselves for any of the officer positions, subject to approval by RIBA East.

8.3 If more than one nomination is received for any officer role, the nominations received will be issued with the agenda for the AGM. All members are then eligible to vote, either by email prior to the AGM, or at the AGM itself. All voting will be presided over by the officers of the committee. In the event of a tie, the Chair shall have the casting vote.

9. FINANCES

9.1 The Treasurer shall have charge of the funds of RIBA Norfolk. They shall present the audited accounts at the AGM each year. All accounts to be audited in line with current RIBA policy.

9.2 No committee member or officer shall authorise any expenditure without prior consent of the committee or for purposes and extent as may be from time to time be delegated the committee to a specific officer.

9.3 The committee has the right to be able to raise and spend funds as the committee see fit. Any such funds will be held in the RIBA Norfolk bank account and managed as 9.2.

10. REVISION OF RULES

10.1 Any revision to these rules may be agreed by consensus of the committee or via an email vote by all members, as agreed by committee.