

THE ROYAL TOWN PLANNING INSTITUTE

REGULATIONS

Adopted in Accordance with Bye-Law 79

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1. INTERPRETATION

Unless the context requires otherwise, terms defined in the Bye-Laws of the Institute have the same meanings when used in these Regulations.

2. MEMBERSHIP: CLASSES AND QUALIFICATIONS

Chartered Members

Fellows

- 2.1 Every candidate for election as a Fellow shall be an Ordinary Member and shall, at the date of application, satisfy the Board of Trustees as to his or her practical experience in town planning.
- 2.2 The detailed criteria for election to Fellowship are set out in guidance issued by the Board of Trustees.

Ordinary Members

- 2.3 Every candidate for election as an Ordinary Member shall:
 - 2.3.1 have had adequate practical experience in town planning; and
 - 2.3.2 have been successful through the appropriate Assessment of Professional Competence
- 2.4 The detailed criteria for election to Ordinary Membership are set out in guidance issued by the Board of Trustees.

Legal Members

2.5 No further election shall be made to the Legal Member class.

Legal Associate Members

2.6 No further election shall be made to the Legal Associate Member class.

Non-Chartered Members

Legal Associates

2.7 Every candidate for election as a Legal Associate shall be a qualified legal practitioner, shall satisfy the Board of Trustees that he or she has had specialist experience and has attained a standard of proficiency enabling him or her to give sound advice in the law of town planning and shall have met the criteria set by the Board of Trustees.

2.8 The detailed criteria for election as a Legal Associate are set out in guidance issued by the Board of Trustees.

Associates

2.9 A candidate proposed for election as an Associate shall:

2.9.1 not be eligible to be a Chartered Member; and

2.9.2 at the date of application for membership satisfy the Board of Trustees that he or she is a professional involved in spatial planning holding an appropriate qualification that is not accredited by the Institute.

2.9.3 have met the detailed criteria for election as an Associate as set out by the Board of Trustees.

Licentiatees

2.10 A candidate proposed for election as a Licentiate shall at the date of application satisfy the Board of Trustees that he or she has graduated from a course fully accredited by the Institute; intends to work towards membership through the Licentiate Assessment of Professional Competence route; and meets the criteria set by the Board of Trustees.

Students

2.11 Every candidate for election as a Student shall have been engaged in suitable studies with a view to entering the profession of town planning or be suitably qualified in such manner as the Board of Trustees may by Regulations prescribe.

2.12 No person shall be elected a Student who is qualified for election as a Chartered Member.

2.13 The detailed criteria for election as a Student are set out in guidance issued by the Board of Trustees.

- 2.14 No person shall remain a Student upon completion of their studies without the express permission of the Board of Trustees and the Board of Trustees may, upon granting such permission, impose such conditions on remaining a Student as they may, in their absolute discretion, consider appropriate.

Affiliates

- 2.15 A candidate proposed for election as an Affiliate shall at the date of application satisfy the Board of Trustees that he or she has an interest or is working in planning policy and practice; is not eligible for any other class of membership and meets the criteria set by the Board of Trustees.

Honorary Members

- 2.16 Every person proposed for election as an Honorary Member shall be a distinguished person who has taken a special interest in town planning, whose membership of the Institute would, in the opinion of the Board of Trustees, assist in promoting the objects of the Institute and who is not qualified for election as a Chartered Member,. Honorary Members shall be elected for such period as the Board of Trustees may determine.

- 2.17 Honorary Membership is recognition of somebody who is not qualified as a town planner but who has made or who is making a real contribution to town planning through their own work.

International Associates

- 2.18 No further election shall be made to the International Associate class.

Technical Members

- 2.19 No further election shall be made to the Technical Member class.

Honorary Corresponding Members

- 2.20 No further election shall be made to the Honorary Corresponding Member class.

Retired Members

- 2.21 Any Chartered Member, Legal Associate or Associate who has ceased to practise for a period of 6 months or more and has ceased to receive remuneration for his or her town planning services may, subject to the approval of the Board of Trustees, be transferred to the class of Retired Members.

- 2.22 No Retired Member shall, so long as he or she shall be in such class of membership, engage professionally in town planning.

- 2.23 Any Retired Member may, subject to the approval of the Board of Trustees, transfer back to the class of membership to which he or she belonged prior to becoming a Retired Member.

- 2.24 Retired Members shall retain their status as Chartered Members or Non-Chartered Members held immediately before transferring to Retired Member status.

- 2.25 The detailed criteria for election to and return from Retired Membership are set out in guidance issued by the Board of Trustees.

3. ELECTION TO MEMBERSHIP

- 3.1 Every candidate for election to any class of membership (other than Honorary Membership) shall make an application and be proposed in such a manner as the Board of Trustees may by regulations prescribe, including:
- 3.1.1 the payment of any application fee in respect of their application which the Board of Trustees may decide;
 - 3.1.2 the form of the application and proposal;
 - 3.1.3 by what number and class of Members the proposal shall be made; and
 - 3.1.4 in which cases the proposal shall include a certificate of personal knowledge that the candidate possesses the qualifications prescribed by the Board of Trustees.
- 3.2 The detailed procedures for application for election to the various classes of membership may be found in guidance issued by the Board of Trustees.
- 3.3 Every election to every class of membership (other than Honorary Membership) shall be made by the Board of Trustees. The Board of Trustees may decide to delegate this decision. A simple majority of those present and voting shall be sufficient.
- 3.4 The Chief Executive shall give written notice to every elected candidate and shall immediately add his or her name to the appropriate register and, in the case of Chartered Members, Legal Associates, Associates and Honorary Members, send him or her a certificate of membership.
- 3.5 If any Chartered Member objects to the election of any person and gives to the Board of Trustees notice of his or her objection in writing, stating his or her reasons, the Board of Trustees shall, before proceeding to elect such candidate, consider the said objection and, if they think fit to do so, hear the said Chartered Member in support of the objection.

Nomination and election to Honorary Membership

- 3.6 Nomination for and admission to Honorary Membership shall be in accordance with the Regulations issued by the Board of Trustees.

4. SUBSCRIPTIONS

Amount of subscription

- 4.1 The amount of subscriptions payable by the various classes of membership shall be as prescribed in tables issued annually by the Board of Trustees.
- 4.2 Retired Members shall have the option of paying a single subscription for life, the amount of such payment to be determined by the Board of Trustees on an annual basis.

Date of payment

- 4.3 All annual subscriptions shall be due in advance and payable in accordance with the schedule and scheme for payments issued annually by the Board of Trustees. Upon first election to membership the first subscription shall be payable (in full or in part as the Board of Trustees may determine) on election.

Subscription on transfer of membership

- 4.4 The subscription of every person transferred from one class of membership to another class for which a higher or lower subscription is payable shall, for the year in which the transfer takes place, be adjusted pro rata according to the date of the transfer.

5. CONDUCT OF MEMBERSHIP

Disciplinary action

- 5.1 In respect of any Member who in the opinion of the Board of Trustees fails to comply with the Code of Professional Conduct or who otherwise contravenes the provisions of the Charter or Bye-laws, the Board of Trustees may:

5.1.1 warn the individual as to his or her future conduct; or

5.1.2 reprimand him or her; or

5.1.3 suspend him or her from membership of the Institute for such period as the Board of Trustees shall determine; or

5.1.4 terminate his or her membership forthwith or from such date as the Board of Trustees shall specify.

- 5.2 Before suspending or terminating a person's membership in the circumstances referred to in this Regulation the Board of Trustees shall notify the person concerned of the action proposed, with the reason or reasons therefor, and give him or her the opportunity, within a period of six weeks of such notification, to make written representations to the Board of Trustees or a committee of the Board of Trustees or to appear before the Board of Trustees or a committee of the Board of Trustees in person or through any representative that he or she may choose, and if the person shall elect to appear before the Board of Trustees or a committee of the Board of Trustees as aforesaid, he or she or his or her representative (as the case may be) shall have the right to call a witness or witnesses to give evidence in his or her defence and to cross-examine any witness or witnesses called by the Board of Trustees or a committee of the Board of Trustees to give evidence against him or her: provided that any member of the Board of Trustees or other person who shall have been previously concerned on behalf of the Institute in relation to the alleged contravention of the Code of Professional Conduct shall not take part in such proceedings and the proceedings shall in all other respects conform to the principles of natural justice.

6. CESSATION, SUSPENSION AND REINSTATEMENT OF MEMBERSHIP

Non-payment of subscriptions

- 6.1 The Board of Trustees may terminate the membership of any Member whose subscription remains unpaid for a period of at least four months after the due date

and who has been given at least one month's notice in writing that payment remains due.

Reinstatement

- 6.2 The Board of Trustees may reinstate any Member whose membership has been terminated for any reason, and may cause reinstatement to be subject to previous compliance with such conditions as it may determine, including the payment of subscriptions in arrears and a re-registration fee.

7. THE GENERAL ASSEMBLY

Terms of reference

- 7.1 The General Assembly shall have power to determine the Institute's stance on matters of public policy and planning practice. In the exercise of this power the General Assembly shall have regard to views expressed by Nations, Regions and Networks as well as by relevant committees, panels or other groups within the Institute. The Board of Trustees shall seek to ensure, subject to budgetary constraints and the claims of competing priorities, that adequate resources are made available to the work of the General Assembly for the exercise of this power.

Composition

- 7.2 The composition of the General Assembly shall be as provided in the Bye-laws until and unless these Regulations provide otherwise in accordance with Bye-law 38.
- 7.3 A General Assembly representative appointed after the adoption of these Regulations, other than a Trustee holding office by virtue of Bye-law 38.7, shall hold office for a term of two years and may stand for re-election. An elected General Assembly representative who has held office for a period of six consecutive years shall not be eligible for re-election as an elected General Assembly representative for a period of one year.
- 7.4 If a General Assembly representative fails to attend three consecutive meetings of the General Assembly, the Board of Trustees may remove him or her from the General Assembly.
- 7.5 A representative of a Nation or Region must be a member of the appointing body and shall cease to be a member of the General Assembly if he or she ceases to be a member of the appointing body.

Election and filling of vacancies: Fellows and Ordinary Members, Legal Members & Legal Associates, Associates and Students or Licentiates

- 7.6 Fourteen of the twenty-eight Fellows and Ordinary Members elected by the Fellows and Ordinary Members, one of the two Legal Members or Legal Associates elected by the Chartered Members and Legal Associates shall be elected each year.
- 7.7 One of the two Associates elected by the Associates and three of the six Students or Licentiates elected by the Students and Licentiates shall be elected each year.
- 7.8 By a date not later than 31 August in each year the Chief Executive shall give notice to every Member that an election of representatives is to take place, specifying by

when (being not later than 30 September) and how nomination of candidates may be made.

7.9 Every candidate for election as a representative to the General Assembly shall send to the Chief Executive:

7.9.1 a nomination supported by:

- (a) in the case of a Fellow or Ordinary Member at least four Fellows or Ordinary Members;
- (b) in the case of a Legal Associate or Legal Member at least four Legal Associates, Legal Members or Chartered Members;
- (c) in the case of a Student or Licentiate at least four Students or Licentiates;
- (d) in the case of an Associate at least four Associates;

7.9.2 a statement of his or her willingness to accept and hold office if elected.

7.10 Such nomination and statement shall be in such form and include such evidence of the support required under paragraph 7.9 of this Regulation as the Board of Trustees may prescribe and it must be received by the Chief Executive not later than the date specified in the notice referred to in paragraph 7.8 of this Regulation.

7.11 If the number of candidates for any election validly nominated in accordance with this Regulation does not exceed the number of vacancies for that election those candidates shall be deemed to be elected.

7.12 If the number of candidates for any election validly nominated in accordance with this Regulation exceeds the number of vacancies for that election an election shall be held in accordance with such arrangements as the Board of Trustees may decide provided that such arrangements comply with the following principles:

7.12.1 Every person who is entitled to vote shall be given notice of the arrangements for casting votes by no later than 16 November;

7.12.2 Every vote, to be valid, must be cast by 13 December;

7.12.3 The Board of Trustees shall appoint a person or body to count the votes ("the scrutineer").

7.12.4 Votes may be delivered to the scrutineer by any means approved by the Board of Trustees and must be delivered no later than 13 December.

7.12.5 Each person entitled to vote shall have a single transferable vote. The quota for election shall be determined by dividing the total number of valid votes by one more than the number to be elected, ignoring the remainder, and increasing the result by one. Candidates (if any) with totals of votes in excess of the quota shall, commencing with the largest, have their surpluses transferred in turn in accordance with next available preferences, and the candidates with fewest votes shall be excluded in turn and their votes likewise transferred, until the required number of candidates has secured election.

7.12.6 The scrutineer shall inform the Chief Executive of the result by 20 December (including the number of votes cast and the number of votes given at each stage of the count to each candidate).

7.12.7 The Chief Executive shall give notice of the result to the other Members by 31 December.

7.12.8 The Board of Trustees shall not be privy to how votes are cast but shall procure that the scrutineer ensures that the votes can be recounted and the election verified in the case of dispute within 30 days of announcement of the result.

7.12.9 If no dispute concerning the results of the election is notified to the Chief Executive within 30 days of the notification of the results by the Chief Executive, the records of the votes shall be destroyed or erased and the declaration of the results shall be final.

7.13 If at any election of the General Assembly representatives the number of candidates validly nominated be less than the number of vacancies, the Board of Trustees shall have the power to fill any vacancy for which no candidate is nominated by appointing to that vacancy a Member of the appropriate class of membership.

Casual vacancies

7.14 If a Fellow, Ordinary Member, Legal Member, Legal Associate, Associate or Student or Licentiate ceases for any reason to be a General Assembly representative, the Board of Trustees may fill the vacancy by appointing a Member of the appropriate class of membership qualified to be elected to the vacancy in question and the Member so appointed, unless the Board of Trustees in their absolute discretion decide otherwise, shall be the candidate (if any) who, at the last election of General Assembly representatives, received the highest number of votes of the candidates in the appropriate class of membership who were not elected: provided that the Member appointed to fill a vacancy in pursuance of the provisions of this paragraph shall hold office only for the residue of the term of office for which the former representative was last elected.

Quorum

7.15 Ten General Assembly representatives personally present shall constitute a quorum for a meeting of the General Assembly.

8. BOARD OF TRUSTEES – NOMINATION AND ELECTION OF TRUSTEES

Six Chartered Members elected by the General Assembly

8.1 Any Chartered Member shall be eligible to stand for election to the Board of Trustees with the support of at least four other Chartered Members.

8.2 Three such Chartered Members shall be elected each year for terms of two years, such terms starting on 1 January in the year following election.

8.3 Nominations shall be invited at the same time as nominations for election to the General Assembly.

- 8.4 The election shall take place by way of ballot of the General Assembly representatives, in which every General Assembly representative entitled to vote shall have one vote, and shall take place at the same time as the ballot for the election of General Assembly representatives. The election shall take place on the basis of the single transferable vote system and provisions for the casting and counting of votes and declaration of the results shall be the same as for elections to the General Assembly.

Chair

- 8.5 Any Chartered Member shall be eligible to stand for election as Chair with the support of at least four other Chartered Members.
- 8.6 Nominations shall be invited at the same time as nominations for election to the General Assembly.
- 8.7 The Chair shall be elected for a term of two years (renewable once), such terms starting on 1 January in the year following election.
- 8.8 The election shall take place by way of ballot of the General Assembly representatives, in which every General Assembly representative entitled to vote shall have one vote, and shall take place at the same time as the ballot for the election of General Assembly representatives. The provisions for the casting and counting of votes and declaration of the results shall be the same as for elections to the General Assembly except that the Chair shall be elected by simple majority of votes cast in accordance with the 'first past the post' system. If there is a tie between candidates, the Chair shall be selected by drawing lots between them.

One Young Planner elected by the General Assembly

- 8.9 Any candidate for election to the Board as a Young Planner shall have the support of at least four Chartered Members, Students or Licentiates.
- 8.10 One Young Planner shall be elected every second year for a term of two years, and having been elected may serve for a full term even if he or she exceeds ten years' post qualification experience. Each term shall start on 1 January in the year following election.
- 8.11 Nominations shall be invited at the same time as nominations for election to the General Assembly.
- 8.12 The election shall take place by way of ballot of the General Assembly representatives in which every General Assembly representative entitled to vote shall have one vote and shall take place at the same time as the postal ballot for the election of General Assembly representatives. The election shall take place on the basis of the single transferable vote system and provisions for the casting and counting of votes and declaration of results shall be the same as for elections to the General Assembly.

One Chartered Member elected from and by the Region representatives on the General Assembly

- 8.13 Every second year, nominations shall be invited from the Regional representatives on the General Assembly for election to the Board of Trustees. Any such nomination shall be supported by at least two other Regional representatives. In the event of a

contested election a ballot shall take place in which all General Assembly representatives shall have one vote. The election shall take place on the basis of the single transferable vote system and provisions for the casting and counting of votes and declaration of results shall be the same (*mutatis mutandis*) as for elections to the General Assembly.

- 8.14 The Trustee so elected shall hold office from 1 January in the year following election until the election of his or her successor or until he or she ceases to be a General Assembly representative, whichever is the earlier.

One Chartered Member elected by the General Assembly as a Scottish Trustee

- 8.15 Any Chartered Member who lives or works mainly in Scotland shall be eligible to stand for election to the Board of Trustees as a Scottish Trustee with the support of at least four other Chartered Members who also live or work mainly in Scotland.
- 8.16 Nominations shall be invited at the same time as nominations for election to the General Assembly.
- 8.17 A Scottish Trustee shall be elected for a term of two years, such term starting on 1 January in the year following election.
- 8.18 The election shall take place by way of ballot of the General Assembly representatives, in which every General Assembly representative entitled to vote shall have one vote, and shall take place at the same time as the ballot for the election of General Assembly representatives. The election shall take place on the basis of the single transferable vote system and provisions for the casting and counting of votes and declaration of the results shall be the same as for elections to the General Assembly.

9. ELECTION OF OFFICERS

Vice-President

- 9.1 The arrangements for the election of the Vice-President shall, *mutatis mutandis*, be the same as those for the election of Fellows and Members to the General Assembly, including the right of any Chartered Member to support the candidature of any candidate qualified to stand for election as Vice-President.

Honorary Treasurer and Honorary Solicitor & Secretary

- 9.2 The Honorary Treasurer and the Honorary Solicitor & Secretary shall be elected annually by the General Assembly, shall take office on 1 January in the year following election or as soon as possible thereafter and shall continue in office for a period of two years, until the election of their successors. The Board of Trustees shall recommend a suitable person for election to each office. Other candidates may be nominated provided each such candidate is nominated by four General Assembly representatives. Any contested election shall be conducted by ballot of the General Assembly representatives using the single transferable vote system.

10. BALLOTS OF THE CHARTERED MEMBERS

- 10.1 Ballots of the Chartered Members shall be conducted in accordance with arrangements to be made by the Board of Trustees and the procedure in this Regulation.
- 10.2 The Board of Trustees shall cause to be prepared a statement giving a clear explanation of the matter upon which a decision is to be taken and shall also cause to be framed a motion in clear and concise terms which, on being voted upon, would dispose of the matter unequivocally.
- 10.3 A copy of the statement and motion referred to in the preceding sub-paragraph shall be sent by the Chief Executive to every Chartered Member at his or her address for service together with instructions on how votes may be cast and a date by which they must be cast. Such date shall not be less than 21 days after the date of dispatch of the said statement and motion.
- 10.4 The Board of Trustees shall appoint a person or body to count the votes (“the scrutineer”).
- 10.5 Votes may be delivered to the scrutineer by any means approved by the Board of Trustees and must be delivered within such period as the Board of Trustees specifies in accordance with paragraph 10.3 of this Regulation.
- 10.6 The scrutineer shall, within seven days of the latest date for receipt of votes notify the Chief Executive of the number of votes rejected and grounds for rejection and the total number of votes cast for and against the motion.
- 10.7 The Chief Executive shall submit the report of the scrutineer to the Board of Trustees at their next meeting.
- 10.8 Every decision of the Chartered Members obtained in accordance with the procedure prescribed in this Regulation shall be binding upon the Board of Trustees who shall, at the meeting of the Board of Trustees at which the report of the scrutineer is submitted, give instructions to the Chief Executive to notify every Chartered Member of such decision and the Chief Executive shall send to every Chartered Member a notice of the terms of that decision: provided that such notice may appear in the journal of the Institute or be included in or form part of some other paper or communication which is to be sent to all Chartered Members.
- 10.9 Unless a higher majority is required in accordance with the Charter, the Bye-laws or these Regulations, a resolution or motion of the Chartered Members under this Regulation shall be passed if a simple majority of the valid votes cast is in favour of the resolution or motion. If there is an equal number of votes for and against the resolution or motion, the resolution or motion shall not be passed.

11. COMMITTEES

Standing committees and panels

- 11.1 The standing committees shall be:
 - 11.1.1 Membership and Ethics Committee
 - 11.1.2 Education and Lifelong Learning Committee
 - 11.1.3 Policy Practice and Research Committee

11.1.4 International Committee

11.1.5 Nations and Regions Panel.

Terms of reference of standing committees and panels

Membership and Ethics Committee

11.2 11.2 The standing committee will take delegated responsibility on behalf of the Board of Trustees for managing entry to membership, growing and retaining existing membership and maintaining professional standards, ethics and discipline.

Education and Lifelong Learning Committee

11.3 The standing committee will take delegated responsibility on behalf of the Board of Trustees for education policy development and provision of planning education, training and learning for RTPI members throughout their professional career and for others associated with the activity of planning; and for the promotion of planning as a career choice.

Policy Practice and Research Committee

11.4 The terms of reference of the Policy Practice and Research Committee shall be to lead work on the development of the practices of spatial planning, including the Institute's views on planning practices and advice both to professional and technical members of the profession and others associated with the activity of planning.

11.5 The Committee will also need to ensure the necessary co-ordination of general issues which arise from or affect the planning policy work of the Scottish Executive Committee the RTPI Cymru Management Board and Irish Executive Committee, including where these may relate to the work of the topic panels.

International Committee

11.6 The terms of reference of the International Committee shall be to lead work on developing the relationship between all aspects of Institute activity and the practices of planning outside the British Isles; and the Institute's relations with bodies in other countries and international bodies relevant to planning.

Nations and Regions Panel

11.7 The terms of reference of the Nations and Regions Panel shall be to lead work on supporting effective services for members in the Nations and Regions and developing and facilitating good communications with all part of the Institute.

Composition of and appointments to standing committees and panels

11.8 Any Member shall be eligible to apply for appointment to any standing committee or panel. Appointments shall be made by the Board of Trustees, which shall exercise its discretion (subject to the provisions of these Regulations) in determining how many members shall be appointed to each committee and panel and what appointments to make.

11.9 In making appointments the Board of Trustees shall seek to:

- 11.9.1 appoint members able to contribute usefully to the work of the committee or panel;
 - 11.9.2 maintain reasonable continuity;
 - 11.9.3 ensure that the committee or panel includes at least one member from under-represented groups. The Board will annually review this requirement;
 - 11.9.4 ensure that the committee or panel reflects the diversity of the Institute's membership with the long term objective of reflecting the diversity of the UK
 - 11.9.5 ensure that at least one third of the members of each committee and panel shall be women, with the long-term objective of achieving parity between men and women; and
 - 11.9.6 ensure that the composition of standing committees has a majority of General Assembly representatives.
- 11.10 The Board of Trustees shall appoint the chair and vice-chair of each standing committee following a recommendation from the chair of the Board of Trustees in consultation with the Chief Executive. Either the chair or the vice chair of each standing committee shall be chosen from among the Trustees. The chair, if not a Trustee, shall be chosen from among the General Assembly representatives.
- 11.11 Chairs of committees and panels shall be appointed for a period of two years.
- 11.12 The membership of each standing committee shall be subject to annual review by the Board of Trustees and confirmed within two weeks of the first meeting of the Board of Trustees in any year. Each standing committee shall have a maximum of 15 members including its chair and vice chair.
- 11.13 Any member appointed to fill a casual vacancy shall serve a full initial one year term (part years of more than six months being treated as whole years and part years of six months or less being discounted).
- 11.14 Each year the Board of Trustees shall invite applications for appointment to the standing committees by sending a notice to every Member and (separately) to every General Assembly representative, allowing not less than eight weeks to respond.

Audit Committee: terms of reference, composition and appointments

- 11.15 The Board of Trustees shall appoint an Audit Committee and shall establish its composition and terms of reference.

Invitations to persons attending meetings

- 11.16 Any committee or panel may invite any person to attend any of their meetings for such purposes as they may consider necessary but no such person shall have the power to vote upon any matter coming before such a meeting and no such person shall receive any remuneration or be paid any expenses without prior consent given by or on behalf of the Board of Trustees.

12. PROCEEDINGS AT GENERAL MEETINGS AND OTHER MEETINGS

Notice of business to be transacted at a General Meeting

- 12.1 Notice of any motion to be placed before a General Meeting or a meeting of the General Assembly shall be given in writing, signed by the Member or Members giving the notice, and must be received by the Chief Executive at least twelve weeks before the date of such meeting. Every motion of which notice is given shall be relevant to the objects of the Institute as set out in the Charter.

Evidence of decisions

- 12.2 An entry in the minutes of the proceedings of any General Meeting, or of any meeting of the General Assembly, the Board of Trustees or any standing committee or panel, purporting to be signed by the chair of that meeting, or by the chair of the next succeeding meeting, shall be sufficient evidence of any decision properly taken at that meeting.

13. MISCELLANEOUS

Good standing

- 13.1 No Member shall be entitled to exercise any rights of membership if any annual subscription due from him or her remains unpaid, except as may be allowed by the Bye-laws or these Regulations or otherwise by arrangement with the Institute.

Books of account

- 13.2 Any Member (not being a member of the Board of Trustees) may inspect the books of account at all reasonable times provided he or she complies with any regulations as to the time and manner of such inspection which the Board of Trustees may from time to time make.