

cabe

chartered
association
of building
engineers

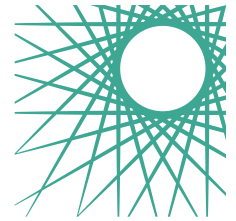
CABE Regulations

cbuilde.com

v1.2 oct 19

Preliminary Interpretation

1. In these Regulations the interpretation article of the Bylaws shall apply.



Fees and subscriptions

Subscriptions due

2. Subscriptions shall be due on election to membership and payable annually.

Subscriptions in arrears

3. No member of any category whose annual subscription remains unpaid for a period of three months shall be entitled to attend or take part in the meetings of the CABE or to receive its notices, publications or other benefits.

Non-payment of subscriptions

4. If the annual subscription of any member is in arrears and unpaid for three months the member will cease to be a member with immediate effect, unless the Board considers there to be extenuating circumstances, but without prejudice to their obligation to pay such subscription.

Power to waive fees or subscriptions

5. The Board or CEO may, whenever it considers there is due cause, waive or reduce the amount of any admission or transfer fee or subscription of any member.

Academic qualification for chartered membership

Examinations and academic qualifications

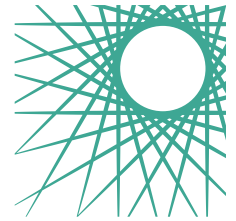
6. (a) The time and place at which examinations or assessments shall be held, the subjects they shall comprise, the fees to be paid or deposited by candidates in respect of such examinations or assessments and the conditions under which candidates may be admitted thereto shall be prescribed from time to time by the Board.
(b) The exemplifying academic standard required by the Board for the admission of members shall not be less than that of a bachelor's degree with honours, or equivalent, in a discipline related to the built environment, awarded by an approved academic institution, and on the list of validated qualifications issued from time to time by the Board.
(c) The Board may withdraw recognition from any academic qualification awarded if, after scrutiny, it deems that the standard has fallen below that applicable at the time the qualification was placed on the list of validated qualifications issued from time to time by the Board.

Nomination

Generally

7. The form of application to be completed by a candidate for admission:
 - (a) or transfer as a Fellow shall bear the signatures of two supporters who shall be chartered members of whom one at least must be a Fellow.

- (b) or transfer as a Member or Graduate Member or Associate Member shall bear the signature of two supporters who shall be Fellows or Members.
- (c) as a Student shall bear the signatures of one supporter and the Professor, head of department or head of the teaching staff of the institution.



Where candidates for admission as Students are not studying in any institution this application shall be supported by such recommendations as to their ability and character as the Board may require in their case.

No persons may act as their supporters for this purpose unless they are a Fellow, Member, Graduate Member or Associate Member of the CABE and the candidate is personally known to them and they are satisfied that the nominee is suitably qualified both academically and / or by experience.

Nomination in special circumstances

8. Notwithstanding the conditions as to the requisite supporters the Board may in special circumstances, accept in place of said supporters recommendations from responsible persons engaged or who have been engaged in kindred professions testifying to their personal knowledge of the candidates qualifications and professional standing. In such a case the Board may, if it thinks fit, treat their form as in order and as complying with these Regulations.

Declaration in absence of requisite nomination

9. Where in any special case a candidate declares that they are not personally acquainted with the requisite number of supporters the Board, if satisfied with their declaration and with their qualifications, may, if they think fit, treat their form as in order and as complying with these Regulations.

Termination of membership

Resignation

10. Any member may at any time by notice in writing sent by post or delivered to the Chief Executive at the Office of the CABE and accompanied by their certificate of membership resign their membership, provided that a member who is under any financial liability to the Association shall not be exempted from such liability without the sanction of the Board. Any member whose resignation is not received before the 31st August in any year, notwithstanding their resignation, shall remain liable to pay their annual subscription for the next ensuing year.

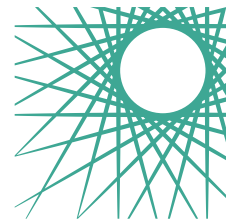
No repayment of subscription

11. No member who ceases being a member of the CABE for whatsoever reason shall be entitled to be repaid any annual subscription to the CABE previously paid by them or any part of such subscription.

Retirement of members

Retired list

12. Any Fellow, Member or Associate Member who having satisfied the Board that they have retired from practice may be transferred, at the discretion of the Board, to the Retired List on such terms as may be from time to time prescribed by the Board and upon such transfer and for the duration thereof they shall pay such reduced annual subscription as the Board may from time to time determine. They shall retain the rights applicable to their class of membership.



Disciplinary powers

Penalties for contravention of the Code of Professional Conduct

13. If after inquiry a member is found to have contravened the Code of Professional Conduct or any regulations directions made or given thereunder, the Association shall have power to take any one or more of the following courses of action, that is to say:
 - (a) to reprimand the member and formally request further training or directions, so as to avoid future breaches
 - (b) to require the member to give an undertaking in writing to refrain from continuing or repeating the conduct which is found to have constituted the contravention
 - (c) to reduce the members membership grade and prohibit them from re-obtaining a higher grade until the satisfactory completion of training and/or other measures and for such period of time as the Board may determine
 - (d) to suspend the member from membership of the Association until the satisfactory completion of training and/or other measures and for such period as the Board may determine
 - (e) to expel the member from the Association where their continued membership is not in the public interest, as determined by the Board.

Expulsion or suspension

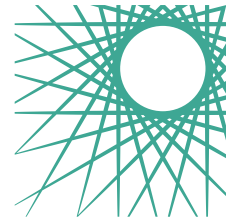
14. If a member is proved to the satisfaction of the Board:
 - (a) to have been convicted by a Court of competent jurisdiction of a criminal or civil offence which in the opinion of the Board renders them unfit to be a member; or
 - (b) to have been adjudicated bankrupt or to have entered into any composition or arrangement with or for the benefit of their creditors; the Board may without further inquiry forthwith expel him/her from the Association or may refer the matter to the appropriate Committee for inquiry and action. The Board may if they think fit temporarily suspend the member from membership pending such inquiry as last aforesaid.

Removal of name from the Register

15. If a member is expelled their name shall be removed from the Register of Members and they shall thereupon cease for all purposes to be a member of the Association. Their certificate of membership shall be immediately returnable and they shall not be entitled to use any designation or description which implies membership or former membership of the Association.

Suspension of membership

16. If a member is suspended their certificate of membership shall be immediately returnable and they shall not be entitled (unless otherwise set out as a condition of suspension) during the period of their suspension to exercise any of the rights or privileges of membership of the Association or (in particular) to use any such designation or description as aforesaid. They shall, however, remain in all other respects subject to the provisions of the Bylaws and to the exercise of the Association's disciplinary powers in respect of any contravention of those provisions committed by them during the period of their suspension.



Re-admission

17. A person who ceases to be a member may apply to the Board to be re-admitted if there are circumstances that may justify such re-admission but the decision is entirely within the discretion of the Board although its reasons shall be given to the re-applicant'

Disciplinary powers

18. The disciplinary powers of the Association in respect of both membership fees and professional competence shall be exercised by the Board, or any committee to which it has delegated authority, according to its published disciplinary procedures. The Board shall have the power both to suspend and remove from membership after enquiry into the circumstances giving rise to that decision and there shall be a right of appeal'.

Certificates and diplomas

Certificate of membership

19. The Board may issue to any member, of any category of membership as the Board may from time to time determine, who has been admitted or transferred and has paid all fees, subscriptions and dues payable by them, a certificate of membership in respect of the year to which the first subscription paid by them applies, and so long as they remain a member of the CABE, shall be entitled to hold the said certificate upon payment in advance of their subscription for each subsequent financial year.
20. All certificates of membership shall be in such form as the Board from time to time may determine, and shall be the property of the CABE, and upon a person to whom it is issued ceasing to be a member (except for reason of death) shall forthwith be returned to the Board.

Examination certificates and diplomas

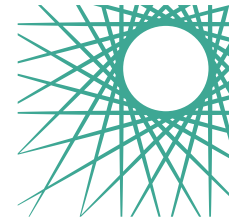
21. The Board may award certificates and diplomas to candidates who pass the CABE examinations or assessments and the Board may also award certificates and diplomas to members or non-members certifying proficiency in particular subjects.

Loss of certificate

22. If any certificate of membership or other aforesaid certificate or diploma shall be defaced, lost or destroyed, the Board may on such evidence to that effect as they may consider satisfactory may renew such certificate of membership or other aforesaid certificate or diploma on payment of such fee as it may determine.

Designation of members

Joint use of designation



23. Where at least two Chartered members together, or jointly in partnership with persons who are not members of the CABE, act as a firm, they are entitled to use the description of Chartered Building Engineers, for such firm but shall not use as part of the title of that firm the designatory letters.

Designation of President, Past President, Vice-President and Honorary Vice-Presidents

24. Patron

- (a) On appointment, and for the duration of the Office, the Patron shall be entitled to use the title "Patron of the Chartered Association of Building Engineers"

President

- (b) On appointment, and for the duration of the Office, the President shall be entitled to use the title "President of the Chartered Association of Building Engineers" and the designatory letters PCABE in addition to the designation appropriate to their class of membership and the title Chartered Building Engineer.

Past President

- (c) On relinquishing Office, a President shall be entitled to use the title "Past President of the Chartered Association of Building Engineers" and the designatory letters PPCABE in addition to the designation appropriate to their class of membership so long as they remain a Chartered member or retired member of the CABE and the title Chartered Building Engineer.

Vice-President

- (d) On appointment and for the duration of their Office a Vice-President shall be entitled to the use of the title "Vice-President of the Chartered Association of Building Engineers" and the designatory letters VPCABE in addition to the designation appropriate to their class of membership and the title Chartered Building Engineer.

Honorary Vice-President

- (e) On appointment and for the duration of their Office an Honorary Vice-President shall be entitled to use the title "Honorary Vice-President of the Chartered Association of Building Engineers" and the designatory letters Hon. VPCABE in addition to the designation appropriate to their class of membership.

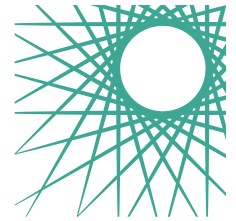
Notice of general meetings

Notices

25. An Annual General Meeting (AGM) and an Extraordinary General Meeting (EGM) called for the passing of a special resolution shall be called by at least twenty-one days' notice. All other Extraordinary General Meetings shall be called by at least fourteen days' notice. The notice shall specify the time and place of the meeting and the general nature of the business to be transacted. Subject to the provisions of the Bylaws the notice shall be given to all chartered members having the right to attend and vote. Having given Chartered Members as least 21 days notice of an AGM or EGM, voting can take place electronically during the 21 days and the votes will be counted on the day of the EGM and accepted as if the individual was present.

Notice to non-chartered members

26. The Board may, if they think fit, from time to time permit members of the non-chartered classes of membership to receive notices of, to attend and with the previous permission of the Chairman of the meeting, to speak but not to vote at any General Meeting.



Failure to give notice

27. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member entitled to receive notice shall not invalidate the proceedings at that meeting.

Proceedings at general meetings

Adjournment or dissolution

28. a) If within half an hour from the time appointed for the holding of a general meeting a quorum of 12 members is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned at such time and place as the Chairman shall appoint. 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.
- b) When electronic voting is being used there must be at least one Chartered Member present and the Chief Executive to ensure the vote count is accurate.

Notice of adjournment

29. The Chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give such notice.

Chairman

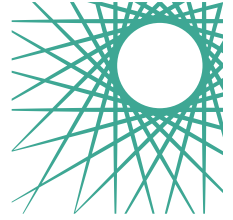
30. The President of the CBE shall be the Chairman of every general meeting. If there be no such President, or, if at any meeting the President shall not be present within fifteen minutes after the time appointed for holding the meeting the President does not wish to preside, a Vice-President or a member of the Board chosen by members present shall preside. If no member of the Board be present, or if all members of the Board present decline to take the chair, the members shall choose one of their number to be Chairman.

How resolutions decided

31. (1) At all general meetings a resolution put to the vote of the meeting, except as herein otherwise provided shall be decided on a show of hands, unless, before or on the declaration of the result of the show of hands, a ballot or poll be demanded by the Chairman (whether as an individual member or as representing the Board), or by at least five members present in person and entitled to vote.

(2) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:

- (a) notice of the proposed amendment is given to the CBE in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the Chairman of the meeting may determine), and
- (b) the proposed amendment, in the reasonable opinion of the Chairman of the meeting, does not materially alter the scope of the resolution.



(3) A special resolution to be proposed at a general meeting may be amended by ordinary resolution if:

- (a) the Chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

(4) If the Chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the Chairman's error does not invalidate the vote on that resolution.

(5) Where an electronic vote has taken place the decision will be based on the count as verified by at least one Chartered Member and the Chief Executive.

Entry in minutes

32. Unless a poll is duly demanded a declaration by the Chairman 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 minutes of the meeting shall be conclusive evidence of the fact without further proof of the number or proportion of the votes recorded in favour of or against the resolution.

Mode of taking poll

33. A poll shall be taken as the Chairman directs who may appoint scrutineers (who need not be members) and fix a time and a place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

Other business when poll demanded

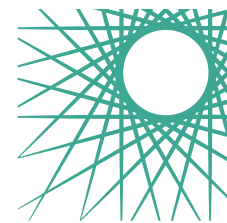
34. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken either forthwith or at such time and place as the Chairman directs not being more than thirty days after the poll is demanded. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll was demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn, the meeting shall continue as if the demand had not been made.

Notice of poll

35. No notice need be given of a poll not taken forthwith if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In any other case at least seven clear days' notice shall be given specifying the time and place at which the poll is to be taken.

Votes of members

Voting



36. (a) All Chartered CABE members whose subscriptions are not in arrears and who have paid every other sum which shall be due and payable to the CABE in respect of their membership shall be entitled to be present at any general meeting and upon a show of hands and at a poll they shall have one vote. All votes must be given personally either electronically or at the meeting and proxies shall not be allowed.
- (b) No person other than a Chartered member shall be entitled to be present or to vote either personally or by post or electronically at any general meeting or to join in requisitioning any general meeting.

Postal vote admitted

37. At any general meeting postal votes and electronic votes shall be admitted and every member entitled to vote shall be entitled to such a postal / electronic vote in which event each member Voting by post or electronically shall have one vote on each matter providing the official postal voting form is used. These provisions shall not apply to the ordinary business to be conducted at the Annual General Meeting.

Instrument exercising postal votes

38. The instrument exercising a postal vote shall be in writing under the hand of the members or their attorneys duly authorised in writing.

Postal vote procedure

39. The instrument exercising a postal vote / electronic vote and the power of attorney, if any, under which it is signed or a notarially certified copy of that power shall be deposited at the office of the CABE or at such other place within the British Isles as is specified for the purpose in the notice convening the meeting, not less than 48 hours before the time appointed for the taking of the poll, and in default the postal vote shall not be treated as valid.

Form of postal or electronic vote

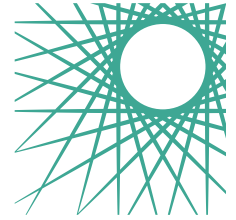
40. A postal or electronic vote shall be in favour of or against the resolutions to be proposed at the meeting and shall be in a format as approved by the Board.

Validity of postal or electronic vote at death of member

41. A postal or electronic vote shall be valid notwithstanding the previous death of the member making the vote; provided that the CABE is not made aware in writing of the death of the member before the vote has been received at the office of the CABE before the commencement of the meeting or 'the adjourned' meeting for which the vote was made.

Revocation of postal or electronic vote

42. A postal or electronic vote shall be valid notwithstanding the revocation of the authority under which the postal vote was made provided that notice, in writing, of the revocation has not been received at the office of the CABA before the commencement of the meeting or adjourned meeting for which the vote was made.



Errors in voting not to affect result

43. If at any general meeting any votes have been counted or not in error or might have been rejected, the error shall not affect the result of the relevant resolution. Unless at the same meeting, in the opinion of the Chairman of the meeting the error would be of sufficient magnitude to affect the result of the relevant resolution.

Officers

Overseas representatives

44. The Board from time to time may appoint honorary overseas representatives, honorary corresponding members and other officers or persons, as may be deemed expedient for the proper carrying on of the work and management of the CABA.

Appointed Officers

45. The Appointed Officers shall consist of a Chief Executive, who shall be the senior Appointed Officer of the CABA, and such other officers and staff as the Board from time to time may appoint or agree may be appointed. All persons so employed by the CABA shall be paid such remuneration as the Management Group from time to time shall approve and the Board may make such provisions for or grant such pensions to them or their dependants after their retirement from the service of the CABA as the Board may think proper. Nothing in this clause shall supersede the provisions of approved Delegation approved by the Board.

Chief Executive

46. The Chief Executive shall be responsible to the Board for the management and conduct of the establishment and executive business of the CABA, and shall perform such further duties as shall be assigned by the Board. They shall operate within any Strategy, Delegation or Limitation and other Policies the Board may from time to time approve.

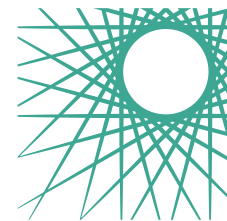
Temporary substitute for Chief Executive

47. The Board from time to time by resolution may appoint a temporary substitute for the Chief Executive where the Chief Executive is unable to perform duties and said persons shall be deemed during the term of their appointment to be the Chief Executive.

Vacancy in board

48. Any casual vacancies among the members of the Board may be filled by the Board from amongst the appropriate class of members but the persons appointed to fill the vacancies shall hold office for as long as the remainder term of the person causing the vacancy.

Board co-options



59. Co-option of Associate/Graduate/Technician Member

- (a) The Board at its first meeting of the year shall co-opt an Associate/Graduate/Technician Member for that year.

Other Board co-options

- (b) The Board shall have power to co-opt such other members of the CABE the Board from time to time and at any time of the year think fit but not exceeding four in number, provided that the member so co-opted shall not exceed the maximum number for the Board of 14 (fourteen board members).

Period of co-option

- (c) A member co-opted under the provisions of this clause shall serve for a period of one year but shall be eligible for re-appointment. No such member shall be co-opted for more than three consecutive years but may be eligible for re-appointment provided at least one year has elapsed since the date of their retirement from that office.

Term of office

Installation of President and members of Board

50. At a date in May to be set by the Board, the President elect shall be installed as President. At the following Board meeting, the outgoing President, principal Honorary Officers, retiring members and other newly-elected members of Board shall take their place at the start of the meeting in time for their installation by the President. The installation of any new principal Honorary Officers and other newly-elected members of Board shall take place at the May meeting of Board at which the newly installed President will become Chairman of Board. The outgoing President, any other outgoing principal Honorary Officers and retiring members of Board shall remain in post until the commencement of the Board meeting following the President's Inauguration.

Rotation of Principal Honorary Officers and ordinary members of Board

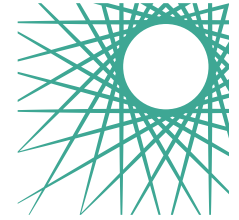
51. (a) One Vice-President shall be elected to hold office for three years from the date of the Board Meeting following the President's Inauguration.
- (b) Three ordinary members of the Board shall be elected to hold office for three years from that date and at such date three ordinary members of the Board shall retire. The members to retire shall, be those who have been longest in office since their last election save that three of the nine ordinary members of the Board shall retire after one year, but, shall be eligible for re-election, and a further three after two years, as determined by lot.

Eligibility for re-election

52. Save for the purposes of filling a casual vacancy no member who has held office as an ordinary member of the Board shall be eligible for re-election unless at least one year has elapsed since the date of their retirement from that Office. The period between the close of one Annual General Meeting and the close of the next Annual General Meeting shall be deemed to be a year notwithstanding that a calendar year may not have elapsed.

Election of principal honorary officers and board

Election of President



53. The President for the next ensuing year of Office shall be elected by the Board from amongst the Vice-Presidents.

Election of Officers and Board

54. The Officers and such other ordinary members of the Board as fall due for election, shall be elected annually by a ballot taken by means of voting papers or electronically circulated among the Chartered members of the CABE.

Board's list of candidates

55. Not later than eight weeks before the date of each Annual General Meeting the Board shall send to each Chartered member entitled to receive notices a notice containing the following:
- (a) the names of the Officers and ordinary members of the Board due to retire at the expiration of the respective periods of office as hereinbefore provided
 - (b) the name of the President elected by the Board for the next ensuing year
 - (c) A list of qualified persons whom the Board nominate as candidates for the election as Vice-President and as ordinary members of Board for the next ensuing year stating in every case the particular Office for which each is proposed.

Nominations

56. The notice of nomination of the Board shall be accompanied by an invitation for the nomination in writing of any duly qualified person as a candidate for election as a Vice-President or as an ordinary member of Board for the period allowed for in the Regulations. The nomination shall state the particular Office for which the candidate is nominated, and shall be signed by any two Chartered members making the nomination together with the assent in writing of the candidate named therein to accept Office if elected. Nomination papers shall be delivered at the office of the CABE not later than twenty-one days after the issue of the notice. No nomination shall be effective unless every person nominated and every person making the nomination shall be entitled to vote at general meetings of the CABE.

Voting Ballot

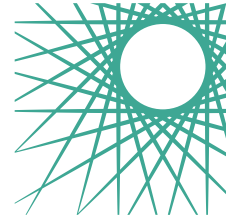
57. Not later than five weeks after the issue of the notice the Board shall send to each Chartered member entitled to receive notices of general meetings Voting details in such form as the Board from time to time may think fit, containing the names of all the candidates properly nominated for election as Vice-President and as ordinary members of the Board.

Procedure for Voting

58. The Voting details shall clearly state the number of vacancies in each group of the Board and the Voting details shall specify that the number of votes recorded must not exceed the required number of candidates in each group. Votes not completed in accordance with the instructions shall be invalid.

Electronic Voting

59. Candidate details will be published within the Members Only areas of the website. All Chartered members will receive notification of the vote, including dates for the voting period. Voting members will be given the ability to vote online through accessing their member only record and the votes will be recorded in the website administration areas.



Appointment of scrutineers

60. The President, or one of the Vice-Presidents, or outsourced to a 3rd party, at a convenient time before the Annual General Meeting shall appoint from among the Voting members of the CABE, not less than two scrutineers, any one of whom shall form a quorum for the purpose of attending the count and reporting to the Chief Executive on the result of the vote. Provided that any scrutineer is not related or has any interest linked to any of the candidates.

Counting of votes

61. Votes will be counted by headquarters staff appointed by the Chief Executive or outsourced to a 3rd party, in the presence of the scrutineers.

Report on scrutiny

62. The scrutineers shall make and sign a report in which they shall state the total number of votes received, the total number of votes cast in favour of each candidate, and the names of the successful candidates and the Offices to which respectively they have secured election. If there is an equality of votes in favour of two or more candidates, one or more of whom must be unsuccessful, the report shall so state. The report shall be enclosed in a sealed envelope delivered by the scrutineers to the Chief Executive and shall not be opened except at the Annual General Meeting.

Equality of votes

63. If there be such equality of votes as aforesaid the fact shall be reported to the Annual General Meeting which shall thereupon determine which of the candidates who have received an equality of votes are to be successful and which are unsuccessful.

Voting record

64. A document, containing a record of all the votes will be held electronically. This will be password protected on the system and backed up in accordance with the Associations procedures. These will be held for a one year period after which they will be deleted from the system.

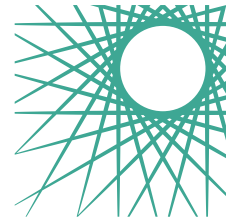
Expenses of members

Members' expenses

65. The members of the Board and the members of any committee thereof and the Officers of the CABE may be paid travelling, hotel and other reasonable costs, charges and expenses incurred by them in connection with their attendance on proof of purchase and/or attendance at meetings of the Board or committees of the Board or general meetings and where applicable the production of a report for the Board or otherwise in connection with the discharge of their duties subject to any limitation which the Board may from time to time prescribe.

Interests of members

Disclosure of member's interests



66. A member of the Board may enter into contracts, arrangements or dealings with the CABE provided that they have disclosed that interest to the Board as soon as that interest becomes apparent. A Board member who has entered into a contract, arrangement or dealing with the CABE shall not be involved in any debate which is related to the agreement and may be asked to leave the meeting - for the period of that debate and may not vote, nor will the attendance of the member be considered in determining the quorum of the Board.

Proceedings of the Board

Voting

67. The members of the Board may regulate their proceedings as they think fit. Questions arising at the meeting shall be decided by a majority of votes. Each member of the Board shall have one vote. The Chairman of the meeting or any three members present may demand that the Voting shall be by ballot. In the case of an equality of votes, whether on a show of hands or by ballot, the Chairman shall have a second and casting vote.

Dates and notice of meetings

68. The Board shall normally meet on at least three occasions during any year, the first such meeting immediately following the Annual General Meeting of the CABE. One other meeting shall take place on a date subsequent to that at which the President has been installed. The other meetings shall take place at suitable times, the actual dates of these four regular meetings being set down by Board preferably at least eighteen months in advance. Additional meetings may be called by the President, or Acting President, on their own volition or at the request of a Vice-President or any five members of the Board. Not less than ten clear days' notice of meetings shall be given to the members of the Board.

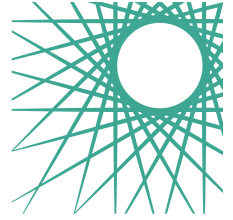
Continuing members to act

69. The continuing members of the Board or a sole continuing member of the Board may act notwithstanding any vacancies in their number, but, if the number is less than the number fixed as the quorum, the continuing members of the Board may act only for the purpose of filling vacancies or of calling a general meeting.

Chairman

70. The President will normally be the Chairman of all Board meetings, if unavailable then the Immediate Past President will act as Chairman. If unavailable the Senior Vice-President will act as Chairman. If unavailable a Junior Vice-President will act as Chairman. But if there is no person holding that Office, or if the person holding it is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the members of the Board present may appoint one of their number to be the Chairman of the meeting.

Committees of the Board



71. The Board may appoint Committees or working groups for a particular task or role which may consist of members of the Board and other persons and may at any time be dissolved by the Board. All Committees shall conform to any limitation policies and directions given to them by the Board and, subject to such directions, may regulate their procedure as they think fit.

The Chairman of each Committee or working group appointed shall be a Chartered member of the CABE. If the Board thinks fit it may co-opt to serve on any Committee or working group any person, whether a member of the CABE or not, whom they consider specially qualified to assist such Committee or working group. In no case shall the number of persons who are not members of the CABE appointed to any Committee exceed half of the total membership of such Committee, save that any person who is not a member of the CABE shall not be entitled to vote at any meetings of such Committees. The number of members present required to constitute a quorum of the Board shall not apply to any such Committee in relation to any matter delegated to it by the Board.

Validity of bona fide acts

72. All acts done by a meeting of the Board, Committee or working group of the Board, notwithstanding that it be afterwards discovered that there was a defect in the appointment of any member of the Board or any Committee/working group or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, shall be as valid as if every such person had been duly appointed and was qualified and had continued to be a member of the Board or Committee and had been entitled to vote.

Resolution in writing

73. A resolution in writing signed by not less than three-fourths of the members of the Board, at the relevant time to notice of a meeting of the Board, shall be as valid and effective as if it had been passed at a meeting of the Board duly convened and held, and when signed may consist of several documents each signed by one or more members of the Board.

Validity of members' right to vote

74. If a question arises at a meeting of the Board or of any Committee/working group of the Board as to the right of a member to vote, the question, before the conclusion of the meeting may be referred to the Chairman of the meeting and that ruling shall be final and conclusive.

Borrowing powers

Generally

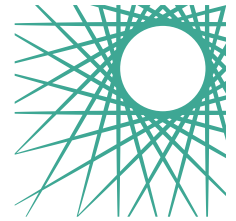
75. The Board may exercise all the powers of the CABE to borrow money, and to mortgage or change its undertaking and property, or any part thereof, and to issue debentures, debenture stock and other securities, whether outright or as security for any debt, liability or obligation of the CABE or of any third party, and in connection therewith may take out and maintain a sinking fund or redemption policies.

Register of mortgages

76. The register of mortgages shall be open to inspection by any creditor or member of the CABE or by any other person without payment.

Register of debentures

77. A register of the holders of the debentures or debenture stock of the CABA shall be kept at the office of the CABA and shall be open to inspection of the registered holder of any such debentures or stock and any member of the CABA subject to such restrictions as the CABA in general meeting from time to time may impose. The CABA may close the said register for such periods as it may think fit not exceeding in aggregate thirty days in each year.



Company Secretary Secretary

78. Subject to the provisions of the Acts, a Company Secretary shall, if required, be appointed by the Board and upon such terms and conditions as they shall think fit; and any Company Secretary so appointed may be removed by them. The Board may from time to time by resolution appoint an Assistant or Deputy Company Secretary upon such terms and conditions as they shall think fit; and any Assistant or Deputy Company Secretary so appointed may be removed by them.

Minutes

Minutes of meetings

79. The Board shall require proper minutes to be made of the proceedings of all meetings of the CABA and of the Board, Committees and Working Group meetings. All business transacted at such meetings, and any such minute of any meeting, if purporting to be signed by the Chairman of such meeting, or by the Chairman of the next succeeding meeting, shall be conclusive evidence without any further proof of the facts therein stated.

Regions and chapters of CABA

Regions

80. Regions and Chapters of the CABA may be formed from time to time for any place determined by the Board and at any time may be dissolved by the Board. Each Region or Chapter shall be named after the country, territory, county, district or town in which it is located. The international Chapters will work towards gaining a local registered status as a not for profit subsidiary of the Chartered Association of Building Engineers. The international Chapter's may be called 'incorporated' or the local statutory status that's is applicable. International Chapters may use the CABA logo as the seal to formalise membership documents.

Constitution of Regions

81. Each Region of the CABA shall be properly constituted and shall at all times conduct its affairs in accordance with any rules or regulations which the Board from time to time may prescribe.

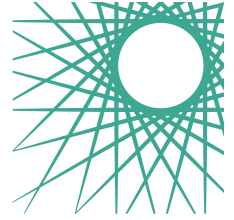
Sections of the CABA

Sections

82. Sections of the CABA may be formed from time to time by members of the CABA interested in any particular area of the arts and sciences concerned with the planning, design, construction, maintenance and repair of the built environment, but no section shall be formed except with the sanction of a resolution of the Board and each Section at all times shall comply with all requirements or regulations prescribed by the Board, and at any time be dissolved by the Board.

Regulations, codes and rules

Generally



83. The Board from time to time may make, alter or repeal, such Regulations, Codes and Rules as they may deem necessary or expedient for ensuring the carrying into effect of the objects of the CABE and for its proper conduct and management not involving any amendments or additions to the Charter or Bylaws as could only legally be made by application to the Privy Council.

Notification to members

84. Board shall adopt such means as they may deem sufficient to bring to the notice of members of the CABE all such Regulations, Codes and Rules, which so long as they be in force shall be binding on all members of the CABE.

Register of members

Register

85. Register of all members of the CABE shall be kept and maintained at the office of CABE. Such a register will show the class of membership to which each and every member of the CABE has been admitted. Separate registers shall be kept for the chartered members, voting members and non-voting members class of membership.

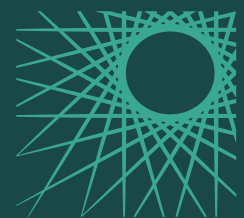
Building Engineer Journal

86. The Board may require the publication of an official Journal which will be sent to each paid up member. The Journal may be used by the CABE for the publication of such notices of general meetings, results of polls and other information as the Board shall direct.

we're here to help

If you have any queries about the CABE Regulations, please contact us. You can also find out further information at cbuilde.com.

Lutyens House, Billing Brook Road,
Northampton, NN3 8NW,
United Kingdom
+44 (0) 1604 404 121
info@cbuilde.com
cbuilde.com



cabe
chartered
association
of building
engineers