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chartered
association
of building
engineers



MPSC

Membership Professional
Standards Committee

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Constitution

The Membership Professional Standards Committee (referred to below as “MPSC”) is a sub-committee of the CABE Board.

Purpose

The principal purposes of the MPSC are to:

- ensure that the Associations’ membership and professional standards are maintained and applied to the required levels
- ensure that the Association complies with the requirements for registration of all relevant Licensing bodies
- to consider Appeals for membership and ensure the CABE Appeals Process is adhered to
- set policies for complaints handling and disciplinary processes
- to manage Appeals and the Process for Disciplinary Appeals, having sought expert advice where necessary
- ensure that the Professional Interview Membership Panels and Appeal Panels are trained to the required standard and professional standards are maintained and applied through the panels to the required levels
- ensure the Building Safety Regulator registration (‘BSR registration’) Ratification Panel is convened as an independent body when assessing applications for BSR registration
- ensure the BSR registration Appeals Panel is convened as an independent body when assessing appeals
- ensure the Engineering Council registration (‘EC registration’) Ratification Panel is convened as an independent body when assessing applications for Engineering Council registration; and
- ensure the EC registration Appeals Panel is convened as an independent body when assessing appeals.

Reporting

The MPSC will report to the CABE Board through:

- providing the CABE Board with access to minutes of all its meetings; including details of decisions taken
- provision of reports, advice and recommendations aligned to the Committee’s terms of reference; and
- provide such reporting and audit information to the relevant Licensing Bodies as may be required.



Terms of Office

MPSC members will be appointed following an interview with the MPSC Chair. Appointments will be offered via invitation only, following interview. The list of invitees shall be approved by the CABA Board before appointments are offered. Appointments will be made for a staggered term of office for a maximum of four years.

The Chair of the CABA Recognition Board shall also automatically be a member of the MPSC for the duration of their tenure as Chair of the Recognition Board. This appointment will not be subject to interview. They will have full voting rights and form part of the attendance count for the purposes of quorum.

No member of the MPSC (excluding the Recognition Board Chair) may serve more than three consecutive terms in any role for a consecutive period of more than 10 years.

At the time of appointment, it will be determined which of the committee's Ratification and/or Appeals Panels the new MPSC Member will be a part of ("Specified Role"). As determined by the MPSC Chair, changes may be made to committee members' Specified Role, at any time during their period of tenure.

Committee Governance

- The MPSC will normally include between four and ten voting members, of which a majority are expected to be Chartered Engineers
- the Chair must be a member of the Board at the time of appointment or must become a Board Member upon appointment.
- the Chair is required to vacate the position upon ceasing to be a member of the Board
- the Committee will ratify the appointment of a Vice-Chair
- the Chair and Vice-Chair must be registered with the Engineering Council at CEng level
- the Chair must maintain up-to-date knowledge related to industry information and requirements of the Engineering Council
- any MPSC member whom is made subject to disciplinary censure (by CABA or another Professional Body) will be obliged to vacate their position on the committee with immediate effect
- any MPSC member whose registration with CABA is held at the retired membership grade will be obliged to vacate their position on the committee with immediate effect
- quorum is 60% of the voting members and, at least one Chartered Engineer, the Chair or Vice Chair must be in attendance for the meeting to be quorate
- the Committee's Ratification Panels must be made up of CEng members or IEng members (as appropriate) and will be quorate providing that there are two MPSC members including but not limited to the nominated ratification panel Chair and one other committee member
- the Committee's Appeals Panels will be quorate providing that there are at least two MPSC members in attendance including but not limited to the nominated appeals panel chair and another committee member; and
- The Committee's Appeals and Ratification Panels must contain at least two members who are either (1) registered with the Engineering Council at CEng Level for matters concerning Engineering Council Registration or (2) registered at IEng Level with a suitable class or registration with the BSR for matters concerning BSR Registration.

Voting may be conducted within the committee and/or via electronic means on any item and signed off at a formal meeting.



Key Responsibilities

The MPSC will have responsibility for the Membership and Professional Standards of CABE Members, and in addition to their Specified Roles all committee members will:

- make recommendations as required to the Directors
- set out, review and assess membership applications to the requirements for registration with the Engineering Council qualifications (**CEng, IEng, EngTech, HRB**) and/or any other licensed registration including Academic Partner membership
- set out and review the requirements for registration with the Engineering Council for work on Higher Risk Buildings
- set out and review the requirements for registration with the Building Safety Regulator
- ensure that the Associations' processes for admitting individual members are effective and comply with relevant requirements
- ensure that all involved in the membership processes are suitably trained and experienced
- make recommendations to the board on the **CABE Code of Professional Conduct (or Rules of Professional Conduct)** complaints handling and disciplinary policies, procedures and process as well as any necessary appeal mechanisms and to direct review of the same as and when requested by the Board
- decide whether to ratify any sanctioning recommendation made with respect of a member, who is also an Engineering Council registrant, under CABE's **Disciplinary Procedure**
- decide whether to ratify any expulsion recommendation made with respect of a member, under CABE's **Disciplinary Procedure**, by the **Professional Conduct Committee**
- make decision on awarding of Fellowship and advise of the decision to the Membership Team
- review the annual CPD audit, ensuring the Association is maintaining and managing the CPD of it's members
- ratification of Society of Chartered Surveyors Ireland (SCSI) letters for Republic of Ireland (ROI)
- ratification of organisations granted "Approved by CABE" status; and
- keep under review the delegated authority given to the **Members of the CABE Senior Executive Team, excluding the Chief Executive Officer** to make membership decisions with respect of applications made through the Equivalent membership Route and EngTech level.



Delegated Authority

- MPSC provide delegated authority to the **Members of the CABE Senior Executive Team, excluding the Chief Executive Officer**, to 'award' membership and relevant grade of membership for Equivalent Membership (excluding Fellowship) as long as it is aligned to the criteria for equivalent membership as approved by the MPSC.
- MPSC provide delegated authority to the **Members of the CABE Senior Executive Team, excluding the Chief Executive Officer**, to 'recommend' membership and relevant grade of membership for EngTech Applications.

Accreditation of Courses

Either as a standalone committee, or by working with other bodies (where appropriate), lead on the accreditation of academic courses and training programmes.

Co-option

The Committee shall have the power to co-opt such individual(s) as it deems to be required to fulfil a specified function, responsibility or obligation of the Committee ('Co-opted Members'), subject to the approval of the preferred candidate(s) by the CABE Board. Co-opted Members cannot be used to fulfil the roles of MPSC Chair or Vice -Chair. The Committee will be permitted to have no more than three Co-opted Members at any given time.

Co-opted Members are not permitted to attend Committee meetings (unless by invitation – see below) and will not have any voting rights, other than where required for the performance of their designated role.

A Co-opted Member will serve for the term specified at the time of appointment, the Committee no longer requires the co-opted member to perform their assigned role or for a maximum three consecutive terms in any role for a consecutive period of more than 10 years, whichever occurs first.

By Invitation

The Committee may invite non-voting persons to their meetings to provide specific advice and guidance, or for the purposes of training, gaining general knowledge or education.

Frequency of Meetings

The Committee will meet tri-annually and where necessary by exception.

Where possible, communications with and between committee members will occur electronically and decisions will be taken electronically if the need arises.



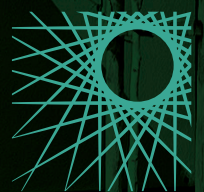
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We're here to help

If you have any queries about the MPSC Terms of Reference, please contact us.

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