

The Institute of Roofing (Founded 1980)
31 Worship Street
London
EC2A 2DX

Constitution & Rules

Table of Contents

Section 1	Title, Office and Objects
Section 2	Definitions
Section 3	Members
Section 4	The Board of Governors
Section 5	Management
Section 6	Subscriptions and Finances
Section 7	Meetings
Section 8	Regional Branches
Section 9	Publications
Section 10	Miscellaneous

Section 1: Title, Office & Objects

1.1 Title & Office

The name of the Institute shall be "The Institute of Roofing" and its office shall be situated at:

Roofing House

31 Worship Street.

London EC2A 2DX or wherever the Board of Governors shall from time to time decide

1.2 Objects

The Institute is established with the following objects:-

- a) to promote and stimulate the improvement of the technical and general knowledge of individuals engaged in management in the roofing industry.
- b) to confer a recognised status on individuals in the industry.
- c) to promote training of management or technician courses, seminars, lectures, work visits, study tours and by such other means as may be approved by the Board of Governors.
- d) to promote the general interest of those engaged in management in the Industry and to maintain and extend same for the public advantage.
- e) to make awards to individuals in the industry in recognition of their achievement in, or contribution to, the advancement of the industry.
- f) to publish from time to time a newsletter to promote awareness of the objects and activities of the Institute and to publish papers by members or others contributing to the science and practice of roofing.

Section 2: Definitions

2. In this Constitution and these Rules, unless the context is such as to indicate a contrary intention:
- a) "The Institute" means The Institute of Roofing.
 - b) "Industry" means association with trade, manufacture, design and specification or management in roofing.
 - c) "The Board" means the Board of Governors of The Institute.
 - d) "The Staff" means the Staff of The Institute.
 - e) "The Secretary" means the Secretary of The Institute.
 - f) "The Officers" means the Chairman, Vice Chairman, immediate Past Chairman and the Honorary Treasurer of the Institute.
 - g) "The President" means the person invited by the Board of Governors to serve in this position.
 - h) "Rule" means any rule of the Institute made and allowed in accordance with this Constitution and these Rules.
 - i) Where a power is conferred or a duty is imposed the power may be exercised and the duty shall be performed from time to time as occasion requires.
 - j) Where a power is conferred or a duty is imposed on the holder of an office, as such, the power may be exercised and the duty performed by the holder for the time being of the office.
 - k) Where a power is conferred to make rules, regulations or standing orders, or to impose conditions, the power shall be construed as including a power, exercisable in the like manner and subject to the like consent, or approval, if any, to revoke, amend, or add to the rules, regulations, standing orders or conditions respectively.
 - l) Words imputing the masculine gender shall include the feminine.
 - m) Words in the singular shall include the plural and words in the plural shall include the singular.
 - n) "Month" means calendar month.
 - o) "Year" means, in relation to financial matters, the accounting year of the Institute which shall be from 1st September to 31st August
"Year" means, in relation to tenure of office, the period from the conclusion of an Annual General Meeting to the conclusion of the next ensuing Annual General Meeting.
"Year" and "annual" in any other context refers to a calendar year.
 - p) "Committee" means any committee duly established by, or under the authority of the Board and a "Standing Committee" means any committee declared as such by, or under the authority of the Board.
 - q) "Regional Officers" means the Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer of the several Regions of the Institute.
 - r) "Senior Manager" means any person employed in the Roofing Industry, who has the authority controlling the overall activities and decision making process that will influence the direction of, or provide or facilitate commercial, manufacturing, technical, marketing, sales or training expertise within the roofing industry.

Section 3: Members

3.1. Grades of Membership

- a) Membership of The Institute shall consist of five grades, namely, Honorary Fellow, Fellows, Members, Associates, Licentiates, and shall be open to individuals engaged in the Industry.

3.2. Membership Grades and Requirements

- a) **Honorary Fellows** - Honorary Fellowship of The Institute may be awarded by the Board to individuals who have rendered outstanding service to the Industry.
- b) **Fellows** - Every Fellow shall:-
Every Fellow shall have either-
 - (i) served as a Member of The Institute for 5 years and have a minimum of 15 years in the Industry of which 5 years are at the level of senior management.
 - (ii) completed the agreed roofing related subject thesis and presented it to the board for approval of their application for Fellowship by thesis.

or,

- (i) New Fellows may be selected by the unanimous decision of the board in recognition of their experience and stature within the roofing industry

c) **Members** - Every Member shall:-

- (i) Submit an application form together with a detailed Curriculum Vitae providing relevant evidence.
- (ii) Every application must be supported by two sponsors of Fellow grade.
- (iii) Every Member shall have served for a minimum of 10 years in the roofing industry in a position that influences the day-to-day management decision-making process of that of an active roofing-related business.

(iv) or,

(iii) Or complete and submit a project assignment as specified by the Board of Governors. (note this will become mandatory in October 2017)

d) **Associates** - Every Associate shall:-

- (i) have passed the examination detailed in 3.8

or,

- (ii) Have the necessary National Vocational Qualification or appropriate level of competency required by the Institute, to give full exemption from the examination evidenced by supporting documentation submitted to the Institute of Roofing

e) **Licentiatees** - Every Licentiate shall:-

- (i) have passed the Licentiate examination detailed in 3.8.
- (ii) have the necessary National Vocational Qualification required by the Institute to give full exemption from the examination.

f) **Affiliates** - Affiliation to the Institute is open to those individuals engaged in the Industry who are new to the roofing industry or who do not qualify for direct entry. They must complete an application form and be sponsored by two members of the Institute. They will be affiliated for a maximum 5 years and in this period will be expected to study and take the examinations leading to either Licentiate or Associate grades. Affiliation is not a grade of membership and affiliates are entitled to attend General meetings of the Institute but not entitled to vote.

- (ii) Retired members – members, be they Fellows, Members, Associates or Licentiatees who have reached the age of retirement.

g) **Founder Members** elected prior to the adoption of the original (dated 1980) Constitution & Rules shall become Fellows of The Institute without requirement to comply with the provisions for such class of membership.

h) All grades of membership shall be open to persons of either sex.

- (i) The following designatory initials may be used by the various grades of membership:-
- (ii) Honorary Fellow - Hon. FIOR
- (iii) Fellow - FIOR
- (iv) Member - MIOR
- (v) Associate - AIOR
- (vi) Licentiate - LIOR

j) It shall nevertheless be within the powers of the Board in particular cases to dispense with the aforesaid requirements where such action has the unanimous approval of all the Board present when an application is considered.

- k) Individuals who are approved by the Board to take the relevant courses for entry at the grades described in (b) (c) (d) and (e) shall join or be a member of the Institute, as an Affiliate or, if eligible, a Licentiate or Associate.
- l) Continuing Professional Development - The Board will publish in the Institute publication any requirements or amendments relevant to each grade of membership.

3.3 Election of Members

- a) Every person wishing to be admitted to membership of the Institute shall submit an application for consideration.
- b) In the case of applications for the grade of Fellow or Member, the sponsor shall be a Fellow of the Institute. Application for other grades shall be sponsored by a member of grade equal to or higher than that for which application is being made. The candidate shall be known personally to the sponsor unless exceptionally the Board agrees otherwise.
- c) Every applicant shall make and subscribe a declaration that he agrees, if admitted, to be bound by the Charter and these By-laws and to further the objects of the Institute.
- d) All application forms of candidates, duly completed shall be considered by the Membership committee. The Institute of Roofing may refuse the application of any applicant whom it does not consider to be a fit or proper person.
- e) The Chairman shall give notice of the decision of the IoR to each applicant and, upon such notice any applicant duly accepted shall, pursuant to this Constitution and these Rules become and continue to be subject to all the duties and obligations and entitled to all rights and privileges of the class of membership to which he has been elected.

3.4 Register of Members

- a) The Register shall be maintained at the offices of the Institute and shall contain the names of all persons who have been accepted, together with their class of membership, the dates of their acceptance and particulars of their several professions or occupations and their addresses.
- b) Such particulars shall be amended or corrected as occasion may require and the names of all those on the Register who cease to be members shall be deleted from it.
- c) The Register shall be kept at the Institute's offices or such other place as the Board shall decide.

3.5 Membership Diploma

- a) Every Fellow, Member, Associate and Licentiate shall, upon payment of first subscription due under these Rules receive a certificate of membership and shall, so long as a fully paid member of The Institute is entitled to retain same in his possession.
- b) Every certificate issued to a member shall be the property of The Institute and in the event of cessation or suspension of membership shall be returned to the Board, failing which; it shall be surrendered on demand.

3.6 Resignation

Any member wishing to resign his membership of the Institute shall give not less than three months' notice in writing, terminating at the end of a financial year.

3.7 Discipline of Members

- a) No member shall conduct himself in such a manner as would in the opinion of the Board prejudice his professional status or the reputation of The Institute.
- b) Members shall ensure that advertisements and other public announcements, whether verbal or written, with which their names are associated are not such as would in the opinion of the Board bring The Institute into disrepute.
- c) The Board shall have power by a majority of two thirds of those present and voting at a meeting of the Board convened for the purpose at which at least 5 members are present,
 - (i) to reprimand a member,

- (ii) to suspend a member from exercising any right or privileges of membership of the Institute for such period or on such conditions as the Board may determine,
- (iii) to expel a member from The Institute.
- d) The Board may expel a member convicted of embezzlement, larceny, fraud or other criminal offence upon proof to its satisfaction of such conviction.
- e) The Board may after enquiry expel, suspend or reprimand any member who
 - (i) has been guilty of disgraceful conduct in roofing matters or :
 - (ii) uses any designation or initials appertaining to membership of The Institute to which he or she is not entitled or:
 - (iii) uses or permits to be used in conjunction with the title of a firm the designating letters or other description indicating membership of The Institute except as allowed by section 10.9.
- f) The Board may on grounds which seem to them proper hold or order an enquiry into the conduct of a member. The complaint shall be forwarded to the Board in writing setting out the complaint against the member. If after such an investigation it is decided not to proceed, no entry of the complaint or requisition shall be made in any minute.
- g) The Board may at its first meeting after the Annual General Meeting appoint from the Governors a standing committee (hereinafter called "The Disciplinary Committee" to which all matters of professional conduct shall be referred, but in any particular case the Board may enquire into the case itself.
- h) The member concerned shall be entitled to appear before the Disciplinary Committee or to refute in writing matters of which complaint is made provided that within fourteen days of the service upon him of a notice of complaint, the member concerned has delivered or sent by post to the Secretary either a notice of intention to appear or a reply to the charges or both. If the member concerned fails to file such a notice or reply, the Disciplinary Committee and the Board may consider and act upon the complaint without any further notification to the member. Any notice of complaint of the conduct of a member shall be sent by recorded delivery service to the last known address of the member. Such notice shall:-
 - (i) contain particulars of the complaint and shall state the date, time and place of the meeting at which the complaint is to be considered;
 - (ii) shall notify the member of the requirement to reply within fourteen days stating intention to attend or otherwise or to make submission in writing refuting the complaint;
 - (iii) inform the member of the rights of the Disciplinary Committee and the Board to proceed in the absence of the member and failure to reply.
 - (iv) Any recommendation that a member be expelled from The Institute shall be subject to confirmation by the Board and such decision shall be conveyed in writing to the member.
- k) The Board shall have power at any time to reinstate any person in his/her former rank as a member upon payment of a re-joining fee. Any application for reinstatement shall be in the manner which the Board may from time to time prescribe and any recommendation for reinstatement by the Disciplinary Committee shall require to be confirmed by the Board before becoming operative.

3.8 Examinations

- a) The Board shall hold examinations for candidates seeking to achieve Fellow, Member, Associate and Licentiate status, and for such other purposes as the Board may from time to time determine.
- b) The Board shall prepare and shall approve examination syllabuses and papers for the admission of those grades of members referred to in Rule 3.2 and shall review and revise same from time to time as may be necessary.
- c) The Board may accept the qualifications of other bodies in lieu of those of the Institute where the Board is satisfied that the standard of such qualifications is not lower than that of the Institute and where the subjects covered thereby are approved by the Board.

Section 4: The Board of Governors

4.1 Constitution and Election

- a) The Board of Governors shall be elected from the grades of: Members, Fellows, Honorary Fellow, retired Members or retired Fellows and consist of up to twelve.
- b) Nominations for the election of Governors shall be invited not less than 90 days, and shall be received not less than 60 days before the Annual General Meeting.
Each nomination shall be proposed and seconded by a fully paid up members eligible to vote (see 7.5(c). and shall have the consent of the nominee.
- c) Voting papers shall be circulated to eligible members (see Rule 7.5(c) not less than 30 days, and shall be returned to arrive not less than 7 days, before the Annual General Meeting. The votes shall be counted in the presence of three scrutineers appointed by the Board of Governors.
- d) In the event of an equality of votes the result shall be determined from those obtaining an equal number of votes by a ballot of members of the Board as constituted prior to the meeting.
- e) The result of the ballot shall be announced at the Annual General Meeting.
- f) Governors elected to the Board shall be eligible to serve for a term of three years. Retiring Governors shall be eligible to stand for re-election except in the event that the retiring Governor is serving as either the Chairman, Vice-Chairman, Honorary Treasurer and Immediate Past Chair in which case the period of service shall continue to the end of the period in that office.
- g) In the event of the death or resignation of a Governor, or inability to act, the Board may co-opt any Members, Fellows or Honorary Fellow member(s) of the Institute to the Board of Governors. The Members, Fellows or Honorary Fellow member(s) so co-opted shall only hold office until the next Annual General Meeting when he/they may offer himself for election.

4.2 Officers & Trustees

- a) There shall be elected annually by and from the Board a Chairman, a Vice Chairman, Immediate Past Chairman and an Honorary Treasurer who shall be known as the Officers of The Institute.
- b) The Chairman, Vice-Chairman and Immediate Past Chairman may be re-elected but shall not serve for more than two consecutive years in the same office.
- c) The Chairman, Vice-Chairman, Immediate Past Chairman and Honorary Treasurer shall be the Trustees of The Institute. The duties and responsibilities of the Trustees shall be as decided from time to time by the Board.

4.3 President

- a) The President shall be invited by the Board to serve in this position. He shall be a person of such stature as to enhance the reputation of the Institute.
- b) The President shall undertake such duties as from time to time may be agreed with the board. The President shall ex officio be a member of the Board without a vote.

Section 5: Management

5.1 General

- a) The Board shall direct and manage the affairs of the Institute.
- b) The Chairman shall take the Chair as of right at all meetings of the Board and at all General Meetings, including the Annual General Meetings, at which he is present. In the absence of the Chairman the Vice-Chairman shall preside if available, failing which the Board shall elect a Chairman for a meeting of the Board from amongst the members present.
- c) The Board shall meet as often as the business of The Institute may require but at least once every 6 months. 5 people entitled to vote upon the business to be transacted, each being a member or proxy for a member, shall form a quorum.
- d) All matters decided by the Board shall be by show of hands unless a ballot is demanded by not less than two of those present. In the case of an equality of votes, the Chairman for the meeting shall have a second or casting vote.
- e) The Board shall draw up a yearly report on the state of The Institute for presentation at the Annual General Meeting.

5.2 Committees

- a) The Board shall be empowered to establish such committees as may be considered desirable from time to time, the membership of which shall be as the Board may decide. The Chairman of any such committee shall be appointed by the Board and be a member of the Institute.

5.3 The Staff

- a) The staff will be appointed by the Board, to serve until any successor is appointed, on such terms and remuneration as the Board shall determine.
- b) The duties of the Staff shall be as the Board may determine from time to time

5.4 Minutes

Minutes shall be kept of all General Meetings, of all meetings of the Board of Governors, and of meetings of such other committees the Board may decide.

Every Minute signed by the Chairman of the meeting to which it relates or by the Chairman of the next subsequent meeting shall be evidence of the facts stated therein.

Section 6: Subscriptions & Finances

6.1 Fees and Subscriptions

- a) Annual subscriptions will be implemented on the 1st of September of each year. Payment will be due within 30 days of the invoice date. Any member whose subscription is in arrears after 30 days will not be entitled to attend or vote at any General Meeting nor participate in any ballot. Any subscription which remains unpaid after 1st January will result in suspension of membership and a re-joining fee will be charged.
- b) In the case of Fellows, Members, Associates and Licentiates, the Board may remit in the whole or in part any annual subscription, and arrears, and other charges, if due to ill-health or other sufficient causes the Board finds good reason for so doing.
- c) All Entrance Fees and initial subscriptions shall be payable before any class of membership is operative.
- d) Persons transferred from one class of membership to another shall pay the difference between the annual subscription charges for the current year relating to the old and new class of membership.
- e) A member shall be liable for the payment of annual subscriptions due until:-
 - (i) claim to membership is forfeited, or
 - (ii) the member has notified The Institute of Roofing advising of his desire to terminate membership.

6.2 Finances & Accounts

- a) The Board shall ensure that proper accounts are kept to record all sums received and expended by The Institute as well as the assets and liabilities of The Institute. Such books shall be kept at the headquarters of The Institute or at such other place as the Board authorises, and shall be open to any inspection on reasonable notice being given by any member of the Board.
- b) The Board shall submit to the Annual General Meeting
 - (i) the Income and Expenditure Account of the Institute and
 - (ii) the Balance Sheet as at the end of the preceding financial year.
- c) The details given in (b) above shall be those which have been certified as correct by the Independent Assurance Report prepared by Chartered Accountants appointed as Auditors by the Institute.
- d) A banking account or accounts in the name of The Institute shall be opened as the Board shall consider appropriate.
- e) Cheques drawn on The Institute's Bank Accounts shall be signed by any two signatories from the Institute's Officers – Company Secretary, Honorary Treasurer, Chairman or Vice-Chairman or those deemed appropriate by the Board.
- f) The Board will approve the use of e banking by the Institute with normal safeguards being applied to the account. This will be overseen by the Hon. Treasurer.

6.3 Honorary Treasurer's Duties

The Honorary Treasurer shall satisfy himself at periodic intervals that The Institute's accounts are properly maintained and report his findings to the Board.

6.4 Auditors

Auditors shall be appointed to prepare an Independent Assurance Report at each Annual General Meeting to hold office until the following Annual General Meeting. Any vacancy which arises in such period shall be filled by decision of the Board.

6.5 Expenses

Members of the Board and others carrying out duties at the request of the Board shall be entitled to be reimbursed expenses incurred in attending meetings of the Board and its committees, and in undertaking such duties as the Board may authorise.

Section 7: Meetings

7.1 General Meetings

General Meetings of the Institute shall be the Annual General Meeting, and Extraordinary General Meetings.

7.2 Annual General Meeting

- a) The Annual General Meeting of The Institute shall be held in October at such time of day and at such venue as the Board may decide.
- b) The business of the Annual General Meeting shall be to
 - (i) receive and consider the Board's Annual Report
 - (ii) receive the Annual Accounts.
 - (iii) elect the Board of Governors for the ensuing year.
 - (iv) appoint an Auditor.

7.3 Extraordinary General Meetings

An Extraordinary General Meeting may be called on any occasion which the Board considers necessary and shall also be called on a requisition in writing of not less than one tenth of members in the Institute Any such requisition shall specify the nature of the business which the meeting is to discuss and such meeting shall be held within 3 calendar months from the receipt by the Institute of the requisition. On such occasion, no business other than that which is the subject of the requisition shall be transacted.

7.4 Notice of General Meetings

Not less than 21 days' notice of General Meetings shall be given to those members entitled to attend.

7.5 Attendance, Quorum and Voting at General Meetings

- a) General Meetings of The Institute shall be open to Honorary Fellows, Fellows, Members, Associates, Licentiates and Affiliates whose subscriptions are not in arrears, see 6.1 (d) and their guests
- b) The business of a General Meeting shall not commence until a quorum of 20 people entitled to vote upon the business to be transacted each being a member or proxy for a member within half an hour. If within half an hour after the time appointed for the meeting a quorum is not present, the meeting, if convened on the requisition of members shall be dissolved; in any other case it shall stand adjourned to such day, being not less than 21 days from the date of the meeting, time and place as the Board may determine. The members personally present at the adjourned meeting shall be a quorum.
- c) Whilst all members present at a meeting shall be entitled to participate in the business of the meeting, voting on any matter before the meeting shall be restricted to Honorary Fellows, Fellows,

Members, Associates and Licentiates only. Every voting member shall have one vote on each motion at a General meeting, and that vote shall, except as provided by Rule 7.6, be given personally.

- d) A motion:
- (ii) on a proposal that the Institute should petition for a Charter.
 - (iii) on a proposal that the Institute should amalgamate with another organisation.
 - (iv) on a resolution involving a change to this Constitution or these Rules.
 - (iii) shall require for its adoption at least 75% of the members present to vote and a decision reached by a simple majority of votes: an affirmative vote from not less than two-thirds of those voting, in person or by proxy, on the motion. Every other motion shall be decided by a simple majority of votes; in the case of an equality of votes, the Chairman of the general meeting shall be entitled to a second or casting vote. A declaration by the Chairman that a motion has been carried, or carried by a particular majority, or lost shall be sufficient evidence of the decision of the meeting.

7.6 Proxy at General Meetings

A member entitled to vote may appoint another member as his proxy to vote for him at any meeting on any of the following motions:-

- (a) a proposal that the Institute petition for a Charter;
- (b) a proposal that the Institute amalgamate with another organisation.
- (c) a resolution involving a change in any provision of this Constitution and these Rules.
- (d) a resolution that the Institute in general meeting should confirm the amount of the annual subscription payable by members prescribed by the Board in accordance with Rule 6.1 (a).
- e) any other resolution at the discretion of the Board. A member shall appoint a proxy by giving to the Board notice in writing, in the form prescribed by the Board, not less than 48 hours before the time fixed for the general meeting.

7.7 Conduct of Business at General Meetings

The Board shall make Standing Orders determining the order of, and the manner of conducting the business of, and the way in which members may record their votes at, and any other matter relating to a general meeting of the Institute not provided for in these Rules and may revoke or vary such Standing Orders.

7.8 Notice of Motion at the Annual General Meeting

Any voting member wishing to bring any motion before the Annual General Meeting may do so provided that:

- (a) notice in writing of the proposed motion is received by the Board not less than two calendar months before such Annual General Meeting; and
- (b) the notice sets out the terms of the proposed motion and this is supported by one twentieth of the voting rights shall signify their support by signing the notice.

7.9 Chairman of General Meetings

At a general meeting the Chairman shall be:

- (a) The Chairman of the Board; or failing him
- (b) The Vice-Chairman of the Board or in the absence of the Vice-Chairman
- (c) Some other member of the Institute chosen by the meeting

Section 8: Regional Branches

8.1 General

The Board shall have power to form Regional Branches in the United Kingdom of Great Britain and Northern Ireland. Regional Branches shall conduct their activities at all times in accordance with this Constitution and these Rules.

A Board member will be nominated to represent the interest of and support for each region

8.2 Area

The area covered by each region shall be as decided, or subsequently agreed by the Board.

8.3 Officers

The Region shall elect a Chairman, a Vice-Chairman an Honorary Secretary and Honorary Treasurer each year. The Honorary Secretary and Honorary Treasurer may be the same person.

The Chairman and Vice-Chairman may be re-elected but shall not serve for more than two consecutive years without standing for re-election for the same office.

There is no limit on the number of times an Honorary Secretary may be re-elected.

8.4 Regional Committees

Regions may elect a Regional Committee if they so wish. Regional Committees shall consist of not more than six persons in addition to the Officers.

Committee members shall be re-elected at the Regional Annual General Meeting each year. Affiliates shall not be eligible to serve on Regional Committees.

Regional Committees may co-opt persons either to fill a vacancy or to serve for a particular purpose and shall meet as necessary to conduct the business and activities of the Region.

A majority of the elected Officers and Committee members present at a Regional Committee meeting shall constitute a quorum, provided at least one Officer is present.

8.5 Duties of Regional Honorary Secretary

The Regional Honorary Secretary shall organise and ensure that members are notified of all Regional activities. He shall prepare minutes of all formal meetings of the Region and of the Regional Committee if one is elected. He shall also be responsible for the Regional Finances in accordance with Rule 8.6.

8.6 Regional Finances

The Regional Honorary Treasurer shall keep records of the income and expenditure of the Region to the satisfaction of the Board.

Each year accounts shall be approved by the Regional Officers or Regional Committee, if there is one, and presented to the Regional Annual General Meeting for approval.

Regions may charge for attendance at meetings but shall not impose a subscription on Regional members without prior agreement of the Board.

Each Region shall open a Bank Account and details of the account shall be given to the Director of the Institute.

8.7 Regional Meetings

The Region's year for financial and reporting purposes shall commence on 1st September. The first General Meeting after 1st September shall be the Annual General Meeting of the Region. The Region may hold such other meetings as the members decide. Meetings shall be called and conducted in accordance with Section 7 of these Rules.

The Regional Chairman or the Regional Vice-Chairman shall preside at all Regional meetings. In the event that neither the Regional Chairman, nor Vice-Chairman being present within 15 minutes of the publicised starting time the meeting shall elect a Chairman from the members present.

All members of the Institute shall be entitled to attend Regional meetings. Guests may be invited at the discretion of the Region.

Section 9: Publications

9.1 Standard of Publications

The Board shall ensure that there is an adequate organisation and an adequate procedure for dealing with the publications of the Institute in order to maintain the technical standards and general quality of those publications.

9.2 Rights of Publication

Every member who submits to the Institute or to a Branch or a meeting of the Institute or Branch, a communication, including any thesis submitted for the grade of Fellow, with a view to publication or shall send such a communication to the Institute shall be deemed to undertake that:

- (a) he will not offer his communication for publication elsewhere or permit it to be published elsewhere within six months of its receipt by The Institute unless its publication has been declined by the Institute and
- (b) if the communication is accepted for publication the Institute shall thereupon become entitled to an exclusive licence, which shall include the right to sub-license, in respect of any copyright therein and that he will, if then called upon to do so, execute a formal licence to the Institute of the said copyright, including the sole right to publish in any form, in any language, in any part of the world, the whole or any part of his communication. The Institute shall not refuse any reasonable request from an author to reproduce his own work elsewhere in whole or in part.
- (c) Every non-member who submits a communication as aforesaid shall be required to sign an undertaking in the same terms provided always that the Institute shall have power to modify or waive the said undertaking in any particular case.

Section 10: Miscellaneous

10.1 Notice to Members

The service of any Notice or other document for which provision is made in these may be affected either by giving it to any member personally or by sending it by post to him at the address or using the email address recorded against his name on the Register. The notice or other document sent by post shall have been deemed to have been served 48 hours after it had been posted. Any period of notice for which provision is made in these Rules shall be exclusive of the day on which it is given or deemed to have been served and of the day fixed for the meeting or the procedure concerned. The accidental failure to send a notice or other document to any member or the non-receipt of a notice or other document by any member shall not invalidate the meeting or procedure to which it refers.

10.2 Awards by the Institute

The Board may grant medals, lectureships, scholarships and other awards from time to time to persons, whether members or not, selected by the Board or by a committee established by, or under the authority of, the Board. Every such award shall be subject to such rules and conditions as may be prescribed by the Board.

10.3 Custody of Certain Records

The Register, all Minutes and all accounting and other records dealing with or recording the conduct of the business of the Institute except the business transacted by a Regional Branch, shall be kept upon the premises of the Institute in the custody of the Staff and shall not be removed from the said premises or kept elsewhere except by the authority of the Board. Accounting records shall be under the control of the Honorary Treasurer.

10.4 Custody of Deeds and Securities

All deeds, securities, and other documents of title shall be deposited for safe keeping with the bankers of the Institute who shall be required to produce them for inspection and verification to the Auditor and such other persons as the Board may from time to time determine.

10.5 Indemnity of Officers

The President, the Honorary Treasurer, all members of Boards, members concerned with the publication of journals of the Institute of journals published jointly by the Institute and any other body, Regional Branch Officers, the (servants) employees of the Institute shall be indemnified by the Institute in respect of all losses and proper expenses incurred by them and claims made against them in or about the proper discharge of their respective duties, except such as may arise from their own respective wilful default, and none of them shall be liable for any other person, or for any loss or expenses caused to the Institute except in the case of like default.

10.6 Interpretation of Rules

The decision of the Board on any difficulty arising out of the proceedings of any Regional Branch or as to the interpretation of these Rules shall be final and binding an all Members.

10.7 Alteration of Rules

A proposal for the alteration of these Rules may be put to general meeting of the Institute either by the Board or by not less than one twentieth of the total voting rights who have signed the proposal and deposited it with the Institute of Roofing. In the latter case the proposal shall not be considered until a report on it by the Board has been prepared for submission to the general meeting; the proposal and the report shall be circulated with the notice of the meeting. No alteration shall be made to these Rules which would cause the Institute to cease to be a charity at law.

10.8 Form of Records

Any register, minute or accounting record required to be kept by the Institute may be either by making entries in books or by recording the matters in question electronically or in any other manner.

10.9 Company Promotion

Use of the Institute logo by commercial companies, organisations or concerns will be restricted to active sponsors of the Institute, by prior permission, in writing from the Institute.

END.