

# **CONSTITUTION OF THE BARBADOS INSTITUTE OF ARCHITECTS**

REVISED VERSION AS ADOPTED AT THE ANNUAL GENERAL MEETING OF 2001  
CONSTITUTION OF THE BARBADOS INSTITUTE OF ARCHITECTS

## **1.0 TITLE**

.1 The Institute (established as the Barbados Society of Architects on 10th April, 1968) shall, as from the annual General Meeting of 30th May 1979, be known as the Barbados Institute of Architects.

## **2.0 PROVINCE**

.1 The area covered by the Institute shall be the Island of Barbados, and such other neighbouring islands as may wish to be associated with the Institute at some future date.

## **3.0 OBJECTS**

- .1 To advance and encourage the profession of architecture.
- .2 To promote and encourage the study of architecture.
- .3 To promote public interest in the art and profession of architecture.
- .4 To safeguard matters of professional practice in the interest of the public and Members of the Institute.
- .5 To promote the association of architectural societies and institutes in the West Indies.

## **4.0 MEMBERSHIP**

.1 There shall be six classes of membership of the Barbados Institute of Architects described as follows:

1. Members
2. Architects-in-Training
3. Associate Members
4. Affiliate Members
5. Student Members
6. BIA Fellows

.2 All members shall be citizens of Barbados, or persons residing in Barbados, or persons residing in an island associated with the Barbados Institute of Architects.

.3 Membership categories will be described as follows:

- a) **Members** - Members shall be persons holding a University Degree or Diploma in Architecture acceptable to Council, and have had a minimum of three (3) years approved practical experience, or be persons who qualify under the grandfather clause of the Architects Registration Act when legislated.
- b) **Architects-in-Training** - Persons holding a University Degree or Diploma in Architecture acceptable to Council, but lacking the required three years approved practical experience.
- c) **Associate Members** - Persons active in the Architectural field, but lacking the qualification required by Council for full membership.
- d) **Affiliate Members** - Persons of Affiliated professions, as well as members of other Institutes or Associations not practicing in Barbados.
- e) **Student Members** - Persons considered by Council to be bonafide students of Architecture.
- f) **BIA Fellows** - members or past members nominated by Council as having contributed exceptionally to the development of Architecture in Barbados. Fellows will be allowed to use the letters "FBIA" after their names.

.4 Members only shall be allowed to use the letters "BIA" after their names, or to use the title "Architect" to distinguish their professional status.

## **5.0 APPLICATION FOR MEMBERSHIP**

.1 Application for all classes of membership shall be in writing to the Secretary, and accompanied by proof of qualification. Applications shall be considered by Council at its next meeting thereafter.

## **6.0 COUNCIL**

.1 There shall be a Council comprising the following officers and Members elected for a term of one year at the Annual General Meeting.

- a) President
- b) Vice President
- c) Honorary Secretary
- d) Honorary Treasurer
- e) Two Members
- f) Associate Observer

The immediate past president shall be an ex officio member of the Council.

.2 Nominations for election of officers of the Council shall be proposed and seconded by Members in good standing, and in the case of the election of the Associate Observer by associate members in good standing at the Annual General Meeting and shall be elected by ballot. In the event of a vacancy arising on Council, Council may appoint a Member to fill the vacancy until the next Annual General Meeting.

.3 The President shall not serve for more than two years in succession.

.4 A quorum for Council Meetings shall consist of 4 Members of the Council.

.5 In the event of a tie in connection with any vote of Council, the Chairman shall have an additional casting vote.

## **7.0 MEETINGS**

.1 The Annual General Meeting shall be held at not more than fifteen month intervals. A notice of the Agenda for the meeting shall be circulated to all classes of Membership not less than seven (7) days prior to the meeting. The Agenda shall include the following:

- a) Minutes of the last General Meeting of the Institute to be read, approved and signed.
- b) Matters arising from the minutes.
- c) President's report on the year's activities.
- d) Treasurer's report and presentation of accounts.
- e) Election of New Council.
- f) Other Business.

.2 The President, or his representative, may at his discretion and/or by request from three or more Members call an Extraordinary General Meeting giving written notice of the Agenda to the membership not less than seven (7) days prior to the meeting.

.3 A quorum for the Annual General Meeting and Extraordinary General Meetings shall be one quarter of the number of the Members who are residing in Barbados at the time of meeting.

.4 Only Members of the Institute in good standing shall be entitled to vote on any matter, and a simple majority of these Members present and voting at any Annual or Extraordinary General Meeting shall constitute a deciding vote.

## **8.0 SUBSCRIPTIONS**

.1 Subscriptions shall be payable annually to the Honorary Treasurer, who shall maintain a bank account in the name of the Institute. The subscriptions of new membership in the last quarter shall be deemed to be for the following calendar year.

.2 Subscriptions for Members, Architects-in-Training, Associates, Affiliates and Student Members shall be as may be decided at an Annual or Extraordinary General Meeting from time to time. A Registration Fee equivalent to one year's subscription will be payable upon registration.

.3 The income and property of the Institute, whencesoever derived, shall be applied solely towards the promotion of the objects of the Institute as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Foundation.

.4 Every member of the Institute undertakes to contribute to the assets of the Institute in the event of the same being wound up while he is a member or within one year after he ceases to be a member, for payment of the debts and liabilities of the Institute contracted before he ceases to be a member, and of the costs, charges, and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding five dollars.

.5 If upon winding up or dissolution of the Institute there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute, but shall be given or transferred to some other Institute or Institutions, having objects similar to the objects of the Institute, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Institute under or by virtue of clauses 8.3 hereof, such Institution or Institutions to be determined by the members of the Institute at or before the time of dissolution, and if and so far as effect cannot be given to such provision then to some charitable object.

.6 Subscriptions will be paid by the 31st of January of the year for which they are due. Should payment be late, Council reserves the right to suspend the membership status of the person delinquent in payment, and a reinstatement Fee equivalent to a full year's subscription will be payable, as well as the past dues, prior to reinstatement.

.7 Should payment of the subscription fees as well as the reinstatement fee not be received by the end of the calendar year, the membership status will be deemed to be cancelled.

.8 Persons who have cancelled their membership status due to non-payment of fees will be required to settle their outstanding debt prior to re-applying for membership.

## **9.0 LIBRARY**

.1 A library shall be maintained by the Institute.

## **10.0 PROFESSIONAL CONDUCT**

.1 The Code of Professional Conduct shall be as prepared and approved at an Annual or Extraordinary General Meeting, and this Code or its successor shall be binding upon Members of all categories who shall be subject to such disciplinary measures as the Council shall from time to time determine.

## **11.0 ALTERATIONS TO CONSTITUTION**

.1 Any alterations or amendments to this Constitution shall be proposed and the motion shall be circulated by the Secretary to the membership at least seven (7) days before an Annual or Extraordinary General Meeting, when a vote shall be taken.

.2 A motion shall be deemed to be carried by a simple majority of the Members in good standing, voting in person or by proxy.