



Chartered Institution of  
CIVIL ENGINEERING SURVEYORS

**REGULATIONS**  
**OF THE**  
**CHARTERED INSTITUTION OF CIVIL ENGINEERING**  
**SURVEYORS**

The Regulations contained herein define and regulate the operation and affairs of the Chartered Institution of Civil Engineering Surveyors (the “Institution”) as contained in its Charter and Bye-laws. Originally approved and adopted by the Council on 03 September 2009.

**Revisions**

| <b>Date</b>   | <b>Reason</b>   | <b>Approved<br/>by<br/>Council</b> | <b>Author</b>  |
|---------------|---|------------------------------------|----------------|
| 7 March 2024  | Revised Governance Structure contained in Appendix B  | Yes                                | Adam<br>Holmes |
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|               |   |                                    |                |
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## 1. Main Text

### Definition and Interpretation:

- 1.01 Any words and terms which are defined by the Charter and Bye- laws shall, unless the context otherwise requires, have a corresponding meaning in these Regulations
- 1.02 Words importing a particular gender include all genders. Words in the singular shall include the plural and words in the plural shall include the singular.
- 1.03 Words importing persons shall include corporations and "corporation" shall include unincorporated associations.

### Members

- 1.04 Every application for membership shall be in writing and in such form containing such particulars as the Council may from time to time determine.
- 1.05 The following shall be eligible for admission to the respective grades of membership as defined within Bye-laws 1.1(g), and 1.1(u):
  - 1.05.1 CORPORATE MEMBER – any individual who has achieved the required standard of education, competency and professional experience for the relevant grade, as from time to time laid down by the Council and incorporated in the Institution's Rules to Membership.
  - 1.05.2 NON-CORPORATE MEMBER - any individual who has achieved the required standard of education, competency and other criteria for the relevant grade, as from time to time laid down by the Council and incorporated in the Institution's Rules to Membership.
- 1.06 A member of Council may recommend to Council any person, who by reason of their distinction or by reason of their services to the Institution, they consider eligible and suitable as an Honorary Fellow. Such recommendation shall be made in accordance with the procedures detailed in Appendix C to these Regulations. Council may approve, or otherwise, the appointment as an Honorary Fellow of any person so recommended.
- 1.07 In addition to satisfying the required standard of education, competency and other requirements applicable to the grade of membership applied for, a person shall be a fit and proper person in order to be eligible for membership.
- 1.08 Every person shall, on applying for membership, sign an undertaking that all information and documentation provided in support of their application is accurate and that they will, if admitted and for as long they are a member:
  - 1.08.1 duly observe the Charter, Bye-laws, Regulations and Rules of the Institution for the time being in force;

- 1.08.2 use only such professional style or post nominal letters appropriate to their grade of membership;
- 1.08.3 at all times conduct themselves in a professional manner, and promote the Object of the Institution whenever possible.
- 1.09 A successful applicant shall be informed that they have been admitted as a member of the Institution and that, on payment of the entrance fee and the first annual subscription applicable to the grade of membership to which they have been elected, they shall be entitled to the rights and privileges, as defined in Bye-laws 14 to 16, attached to that grade of membership
- 1.10 Any member, other than Fellow, may, on attaining the standard of education, competency and experience from time to time prescribed by the Council, apply to transfer to a higher grade of membership in accordance with the application procedures for the grade of membership to which they aspire.
- 1.11 Where an application for membership, or upgrade to a higher grade of membership, fails to meet the required criteria the applicant shall be informed accordingly. They shall have the right to appeal against the decision and any such appeal shall be made in writing to the President stating the grounds on which the appeal is made.
- 1.12 A Register of Members shall be kept at the Institution office. It may include, in respect of each member, their name, address of main place of residence, membership number, date of admission to membership, the date of any upgrade in membership, the post nominal designation which they are entitled to use, the Region to which they have been registered (see Regulation 73) and any other details relevant to their continuing membership.

### **Fees and Subscriptions**

- 1.13 An application fee shall be payable by new members, other than Students, Affiliates and Honorary Fellows, on admission to membership and by all members successfully upgrading to a higher grade of membership
- 1.14 Every member of the Institution, other than Honorary Fellows and Students, shall pay an annual subscription of such sum as the Council shall, under Bye-law 10, from time to time determine in respect of each grade of membership.
- 1.15 All fees and subscription payable by members residing in countries other than the United Kingdom shall take account of the Organisation for Economic Co-operation and Development (OECD) statistics for gross domestic product in the member's country of residence. Any reduction of fees or annual subscription payable by members so affected shall be determined by the Council on the advice of the Chair

of the Institution's Education, Professional Development and Membership Committee (EPD&M).

- 1.16 The annual subscription of a member shall become payable on the first day of March in each year in accordance with Bye-law 9. A person admitted to membership during the financial year, or a member transferring to another grade, may at the discretion of the Council, have their annual subscription for that year reduced pro-rata to the date of their admission or transfer.
- 1.17 Any increase in the annual subscription shall be approved by the Council and notified to all members, other than Students and Honorary Fellows, not less than six weeks before the date on which it shall become due.
- 1.18 A member who resigns shall remain liable to pay any subscription due from them at the date of such notice and shall not be entitled to be repaid any part of any subscription paid by them.

#### **Termination of Membership**

- 1.19 A member shall ipso facto cease to be a member in the event of their annual subscription or any other sum or sums payable by them to the Institution being in arrears for six months from the date on which it was due. They shall, nevertheless, be liable to pay all amounts due by them to the Institution. The Council shall have power, in special cases, to suspend the operation of this Regulation. In the case of a person who has ceased to be a member under this Regulation the Council may, on the recommendation of the EPD&M committee, re-admit them to membership upon such conditions as it may think fit.
- 1.20 A member shall cease to be a member if, at a meeting of the Council at which not less than half the members of the Council are present, a resolution is passed resolving that the member be expelled. Such a resolution shall not be passed unless the member concerned has been afforded a reasonable opportunity of being heard by, or making written representations to, the Council and at least twenty one days' notice of the proposed resolution has been given to the members of the Council and the member affected. Such resolution shall set out with reasonable particularity the circumstances alleged to justify expulsion.

#### **Re-admission to Membership**

- 1.21 A former member who was removed from, or resigned their membership may apply for re-admission. Such an application shall be in writing, in the form prescribed and containing such information as may be required to support the application. If the application is successful the member shall pay the annual subscription, or part

thereof, relevant to the grade to which they have been re-admitted, and a re-admission fee unless the Council considers it appropriate to waive or reduce the fee. A member who was removed from membership through failure to pay any monies due to the Institution shall, if re-admitted, provide a direct debit mandate for payment of future fees, subscriptions or other costs due to the Institution.

### **Professional Conduct**

- 1.22 The conduct of all members during their professional employment shall be governed by the Institution's Rules of Professional Conduct to ensure they are guided at all times to serve the best interests of the public, the profession and their employer and maintain high standards of professional conduct.
- 1.23 The Council may, from time to time, amend the Rules of Professional Conduct. Notification of any such changes shall be posted on the Institution's website and members shall be informed in writing.
- 1.24 Any allegation of a breach of the Rules of Professional Conduct on the part of a member, received from any source, shall be referred in the first instance to the President.

### **Disciplinary Procedures**

- 1.25 The procedures for regulating the hearing and determination of an allegation that a member has breached the Rules of Professional Conduct [Appendix D], and the sanctions that may be imposed where such a breach is proven, are detailed in the Institution's Disciplinary Regulations [Appendix E]
- 1.26 The Council may, from time to time, amend the Disciplinary Regulations. Notification of any such changes shall be posted on the Institution's website and members shall be informed in writing.
- 1.27 To ensure receipt of all notices, the dispatch of all correspondence to the complainant and member concerned shall be by recorded delivery, directed through the Ethics, Audit and Governance Committee or such other person nominated by the President.
- 1.28 The sanctions recommended by an Ethics, Audit and Governance Committee against a member who is found to have breached the Rules of Professional Conduct shall be considered and endorsed, or otherwise, at a meeting of Council at which not less than half the members are present. The Council shall not impose a more severe penalty than that recommended by the Ethics, Audit and Governance Committee but may, in its absolute discretion, impose a lesser penalty.

## Proceedings at General Meetings

- 1.29 No business shall be transacted at any meeting unless a quorum is present when the meeting proceeds to business. Six Corporate Members present in person shall be a quorum.
- 1.30 If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the members of the Council may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Corporate Members present shall be a quorum.
- 1.31 The President, or in their absence, the Immediate Past President or either of the Vice Presidents, or in their absence some other member of the Council nominated by the members of the Council shall preside as Chair of the meeting, but if none is present within fifteen minutes after the time appointed for holding the meeting and willing to act, the members of the Council present shall elect one of their number who is willing to act, to be Chair and, if there is only one member of the Council present and willing to act, they shall be Chair.
- 1.32 If no member of the Council is willing to act as Chair, or if no member of the Council is present within fifteen minutes after the time appointed for holding the meeting, the Corporate Members present shall choose one of their number to be Chair.
- 1.33 The Chair 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 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 any such notice.
- 1.34 A resolution put to the vote of a meeting shall be decided by a majority of votes on a show of hands unless before, or on the declaration of the result of, the show of hands, a poll is duly demanded. A poll may be demanded:-
- 1.34.1 by the Chair; or
  - 1.34.2 by at least two Corporate Members.
- and a demand by a person as proxy for a Corporate Member shall be the same as a demand by a Corporate Member.
- 1.35 Unless a poll is duly demanded a declaration by the Chair 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 meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against the resolution.

- 1.36 The demand for a poll may, before the poll is taken, be withdrawn but only with the consent of the Chair, and a demand so withdrawn shall not be taken to have invalidated the result of a show of hands declared before the demand was made.
- 1.37 A poll shall be taken as the Chair directs and they may appoint scrutineers (who need not be members) and fix a time and 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.
- 1.38 In the case of an equality of votes, whether on a show of hands or on a poll, the Chair shall be entitled to a casting vote in addition to any other vote they may have.
- 1.39 A poll demanded on the election of a Chair 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 Chair 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.
- 1.40 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 days' notice shall be given specifying the time and place at which the poll is to be taken.
- 1.41 The proceedings at any meeting or on the taking of any poll shall not be invalidated by reason of any accidental informality or irregularity in the convening thereof or otherwise or any want of qualification in any of the persons present or voting thereat.
- 1.42 A resolution in writing executed by or on behalf of each Corporate Member who would have been entitled to vote upon it if it had been proposed at a General Meeting at which they were present shall be as effectual as if it had been passed at a General Meeting duly convened and held and may consist of several instruments in the like form each executed by or on behalf of one or more members.

### **Votes of Members**

- 1.43 On a show of hands every Corporate Member present in person shall have one vote. On a poll every Corporate Member present in person or by proxy shall have one vote.

- 1.44 No Corporate Member shall be entitled to vote at any General Meeting unless all monies payable by them to the Institution at the time of the meeting have been paid.
- 1.45 No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting shall be valid. Any objection made in due time shall be referred to the Chair whose decision shall be final and conclusive.
- 1.46 An instrument appointing a proxy as required by Bye-law 32 shall be in the form shown in Appendix 'A' to the Regulations (or in a form as near thereto as circumstances allow or in any other form which is usual or which the Council may approve)
- 1.47 The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Council may:-
- 1.47.1 be deposited at the office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Institution in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposed to vote; or
  - 1.47.2 in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
  - 1.47.3 where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the Chair or to the Secretary or to the Chief Executive;
- and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.
- 1.48 A vote given or poll demanded by proxy shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Institution at the office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.
- 1.49 A resolution or other proceedings by postal ballot shall not be invalidated by reason of the subsequent discovery that any person voting was not entitled to do so but in such case the Chair may at their discretion, having regard to all the circumstances,

in particular the number of unauthorised voters, declare the resolution or other proceedings void.

### **President and Vice Presidents**

- 1.50 In the event of a casual vacancy in the office of President, the Senior Vice President or the Vice President, the Council shall make such appointment as they consider appropriate after taking into consideration the time remaining to be served in that office.

### **Election, Appointment and Retirement of Members of the Council**

- 1.51 The elected and appointed members of the Council due to retire by rotation in accordance with Bye-law 46, shall be determined at the June meeting of Council. If the number due to retire by rotation is not three or a multiple of three, the number nearest one third shall retire from office but if there is only one member of the Council who is subject to retirement by rotation they shall retire.
- 1.52 No person other than a Council Member retiring by rotation shall be eligible for election or appointment (as the case may be) to the Council unless their nomination has been approved by the Council Members.
- 1.53 Those members of the Council who are elected or appointed shall be elected or appointed (as the case may be) on the basis that at least one third of the members thereof (excluding the President) shall be either Geospatial Engineering Surveyors or Commercial Managers.
- 1.54 The members of the Council may, in accordance with Bye-law 41, appoint a member who is qualified for election to the office to be a member of the Council, either to fill a vacancy or as an additional member, provided that the appointment does not cause the number of members of the Council to exceed the maximum number fixed in accordance with Bye-law 40. Any member of the Council so appointed shall hold office only until the next Annual General Meeting and shall not be taken into account in determining the members of the Council due to retire by rotation.
- 1.55 A member of the Council appointed in accordance with Bye-law 41 shall retire at the next Annual General Meeting but may, if willing to act, be reappointed. If they are not reappointed they shall retain office until the meeting appoints someone in their place, or if it does not do so, until the end of the meeting.
- 1.56 There shall be no upper age limit to membership of the Council.

### **Disqualification and Removal of Members of the Council**

- 1.57 Any member of the Council who is removed from office in accordance with Bye-laws 51(c), 51(d) or 52 shall have the right of appeal as stated in Regulation 79

### **Delegation of the Powers of the Council**

- 1.58 The members of the Council may delegate any of their powers or the implementation of any of their resolutions to any committee in accordance with Bye-law 54
- 1.59 The resolution making such delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number).
- 1.60 The deliberations of any such committee shall be reported regularly to the members of the Council and any resolution passed or decision taken by any such committee shall be reported forthwith to the members of the Council and for that purpose every committee shall appoint a secretary.
- 1.61 The members of the Council may impose such terms and conditions and give such mandates to any such committee or committees as it may from time to time think fit.
- 1.62 Subject to any terms or conditions the members of the Council may impose, the proceedings of a committee shall be governed by Bye-laws 58 to 64 and Regulations 57 to 62 regulating the proceedings of the Council so far as they are capable of applying.

### **Proceedings of Council Meetings**

- 1.63 Meetings of the members of the Council shall be held on the first Thursday in March, June, September and December unless there are exceptional circumstances.
- 1.64 In accordance with Bye-laws 59 to 60 notice of every meeting of the Council shall be sent to each member of the Council at least fourteen days' (excluding Saturdays, Sundays and Bank Holidays) before such meeting unless urgent circumstances require shorter notice but the proceedings of any meeting shall not be invalidated by any irregularity in respect of such notice or by reason of any business being considered which is not comprised in such general particulars.
- 1.65 The President, or in their absence the Immediate Past President, or in their absence then either of the Vice Presidents shall preside over meetings of the Council but, if neither the President nor the Immediate Past President nor either of the Vice Presidents is available and willing to preside within five minutes after the time appointed for the Council meeting, the members of the Council present may appoint one of their number to chair the meeting.
- 1.66 Matters arising at any meeting of the Council shall be decided by a majority of votes, except in accordance with Bye-law 52. In the case of an equality of votes the Chair of the meeting shall have a casting vote.
- 1.67 A member of the Council unable to attend a meeting of Council may vote in writing on any particular item, notified in advance of the meeting, by proxy. The vote to be provided to the Chief Executive before the start of the meeting.

- 1.68 A meeting of Council will be held immediately following the Annual General Meeting. At this meeting the President will confirm the chairs of the Council's committees to hold office for the coming year.

### **Committees of Council**

- 1.69 The Council may form committees from time to time in accordance with Bye-law 54 and shall form committees designated as Core committees with responsibilities for supporting the operational management and strategic development of the Institution. The core committees are; Education, Professional Development and Membership (EPD&M), Finance and General Purpose(F&GP), Commercial Management Practice (CMPC), Geospatial Engineering Practice (GEPC) , Equity and Diversity Committee, Sustainability Committee and Tomorrow's Leaders Committee
- 1.70 Committees of the Council shall be regulated in accordance with the Rules for the Management of Council Committees attached to these Regulations as Appendix B.
- 1.71 CMPC and GEPC can establish specialist panels, as necessary, to ensure that all aspects of their profession are adequately represented.
- 1.72 Core committees must be represented on Council. If no member of a core committee is an elected member of Council, the President, in conjunction with the Chair of the core committee, shall nominate one of the members of staff or Council to represent that committee. The person so nominated shall be entitled to attend all meetings of the core committee and the Chair shall ensure that the nominated member is fully briefed to report on the activities and decisions of the committee to meetings of the Council.

### **Regions**

- 1.73 The Council shall make provision for division of the United Kingdom into Regions and for establishing Regions worldwide when the number of members residing in a particular area, either on a temporary or permanent basis, so justify.
- 1.74 Each member shall be included in a membership register of the Region for the geographical area covered by their home address, unless they have given notice in writing for whatever reason that they wish to be included in the register of another Region. Details of the members region shall be included in the register of members held at the Institution office.
- 1.75 The management and direction of the affairs of a Region shall be regulated in accordance with the Institution's Manual of Procedures for the Administration of Regions.

- 1.76 The duties of the Region committee shall be to promote the Object of the Institution and to further the education of its members by arranging within the Region such meetings, conferences and other functions for the benefit of those attending.

#### **Members of the Council Expenses**

- 1.77 The F&GP committee shall establish guidelines for the reimbursement of expenses. These guidelines shall be reviewed, and amended as necessary, on an annual basis.
- 1.78 The members of the Council may be paid all reasonable travelling, hotel, and other expenses properly incurred by them in connection with their attendance at meetings of the Council or committees of the Council or General Meetings or otherwise in connection with the discharge of their duties. Such payments shall be in accordance with the guidelines established by the F&GP Committee,

#### **Appeals**

- 1.79 Any member shall have the right to appeal against decisions affecting their rights to membership, which in the first instance should be made in writing to the President.
- 1.80 Members subject to disciplinary sanction imposed by Council and any member of the Council who is removed from office in accordance with Bye-laws 51(c), 51(d) or 52 shall have the right of appeal to the Construction Industry Council's Independent Appeals Tribunal
- 1.81 Details of the appeals procedure shall be provided by the Chief Executive when requested in writing by the member concerned.

#### **Regulations and Rules**

- 1.82 The Council shall have power from time to time to repeal, amend or add to these Regulations and any other rules as to the management of the Institution and the affairs thereof.

## 2. Appendix A

### Proxy Vote

An instrument appointing a proxy as required by Bye-law 30 shall be in the following form (or in form as near thereto as circumstances allow or in any other form which is usual or which the Council may approve):-

“CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS

I/We.....of.....

being a member/members of the above named Institution, hereby appoint

.....of.....

or failing them,

.....of.....

as my/our proxy to vote in my/our name(s) and on my/our behalf at the Annual/Extraordinary General Meeting of the Institution to be held on .....(date) and at any adjournment thereof.

Signed ..... Date.....

2 Where it is desired to afford members an opportunity of instructing the proxy how they shall act the instrument appointing a proxy shall be in the following form (or in form as near thereto as circumstances allow or in any other form which is usual or which the Council may approve) –

“CHARTERED INSTITUTION OF CIVIL ENGINEERING SURVEYORS

I/We.....of.....

being a member/members of the above named Institution, hereby appoint

.....of.....

or failing them,

.....of.....

as my/our proxy to vote in my/our name(s) and on my/our behalf at the Annual/Extraordinary General Meeting of the Institution to be held on .....(date) and at any adjournment thereof.

Signed ..... Date..... .

This form is to be used in respect of the resolutions mentioned below as follows:

Resolution No. 1 \*for \*against

Resolution No. 2 \*for \*against

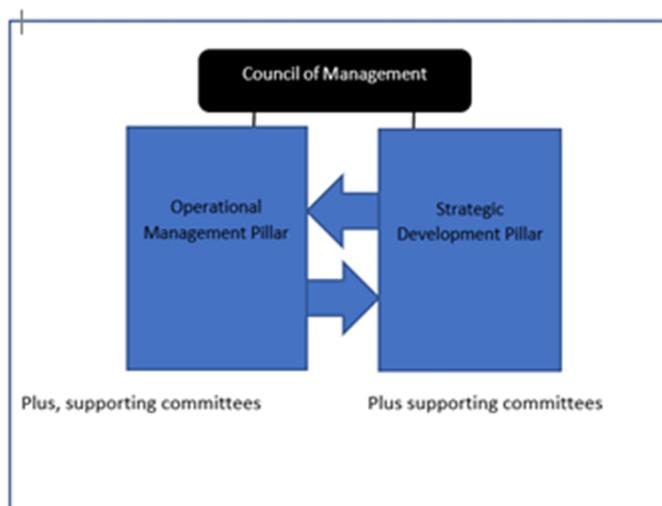
\*Strike out whichever is not desired.

Unless otherwise instructed, the proxy may vote as they think fit or abstain from voting.

Signed .....Date.....

### 3. Appendix B – Governance Arrangements

#### Structure



- 3.01 **OPERATIONAL MANAGEMENT PILLAR** - this ensures the business of the institution is undertaken professionally and efficiently. Areas of focus and oversight will include membership, the review processes, engagement focused on growing membership, shaping and updating competencies, developing the CPD process, financial management, policy support and development and ensuring there is the available resource required for delivery.

These are the core committees:

- 3.01.1 Finance and General Purposes (F&GP)
  - 3.01.2 Education, Professional Development and Membership (EPD&M, plus competency working groups and others)
  - 3.01.3 Commercial Management Practices Committee (CMPC, plus subgroups – Contracts and Dispute Resolution Panel, C&DRP)
  - 3.01.4 Geospatial Engineering Practices Committee (GEPC, plus subgroups – Utilities and Subsurface Mapping Panel, USMP)
  - 3.01.5 Regions - including international and Ireland
  - 3.01.6 SURCO board
- 3.02 **STRATEGIC DEVELOPMENT PILLAR** – this ensures oversight of delivery of the strategy and five-year business plan and in shaping future five-year plans. The CoM maintains oversight of all strategic plans with committees and working groups reporting to them. Areas of focus are the institution’s international reputation, developing thought leadership and white papers, embedding the three golden threads, developing the client’s forum, editorial group, strategic approaches to

diversifying income, knowledge exchange, including the Knowledge hub, and virtual communities.

These are the core committees:

- 3.02.1 Equity Diversity and Inclusion (EDI) Council
- 3.02.2 Sustainability Committee
- 3.02.3 Tomorrows Leaders Committee (TLC)

### **Rules for Committees**

- 3.03 Committees shall comprise a minimum of four and a maximum of 12 attending members but unlimited corresponding members
- 3.04 Committees shall meet as agreed in the committee's meeting schedule, typically quarterly ,and preferably within four weeks prior to Council meetings to allow time for the minutes, should Council members request those such minutes to be available. Other meetings may be arranged as necessary
- 3.05 The Chair of a core committee will normally serve for a period of four years but this period may be extended if the person concerned is willing and the Council considers it to be in the best interests of the Committee, serving for no more than two terms. Before appointing a new Chair the CEO will seek the views of the outgoing Chair as to the most suitable candidate and propose to Council. An incoming Chair must have served as a member of the committee for a minimum of one year.
- 3.06 Each core committee shall nominate one of their members to serve as vice-Chair having served on the committee for a minimum of one year.
- 3.07 A quorum for the transaction of business at any formal meetings of the committee shall be four. In the absence of both the Chair and the vice-Chair those present can nominate one of their members to chair the meeting.
- 3.08 Agreed dates of meetings should only be changed in exceptional circumstance or when the number of members apologising in advance for non-attendance means the meeting would not be quorate.
- 3.09 Administrative services to EPD&M, F&GP, CMPC and GEPC shall be arranged through the office of the Chief Executive. The committees co-ordinator to all core committees is responsible for recording the proceedings at meetings, the issuing of minutes and assisting the chair in their duties.in ensuring the agreed actions are carried out,
- 3.10 Core committees must be represented on Council. If no member of a core committee is an elected member of Council the President, in conjunction with the Chair of the core committee, shall nominate one of the members of staff or Council to represent that committee. The person so nominated shall be entitled to attend all meetings of

the core committee and the Chair shall ensure that the nominated member is fully briefed to report on the activities and decisions of the committee to meetings of the Council.

- 3.11 The Chair of the two practices committees (CMPC & GEPC) shall appoint suitably qualified persons to chair any specialist panels.
- 3.12 The work of Practice Committee's specialist panels may, at the discretion of the panel Chair, be carried out by online video platform, e-mail or telephone without the need to meet on a regular basis. All panel chairs shall be invited to attend at least one meeting of the Practice Committee annually.

#### **Other Committees of Council**

- 3.13 Unless impracticable or otherwise stipulated by the Council other committees of Council should be regulated in a similar manner.

#### **Notes**

- 3.14 Membership of committees shall be by invitation of the Chair. Members shall normally stand down after three years to allow other Institution members to be invited if they have indicated they prepared to serve on the committee. Members standing down may be invited to continue on a yearly basis providing the total number permissible is not exceeded.

## 4. Appendix C - Fellow Membership by Invitation

### Definition

- 4.01 **CAPTAIN OF INDUSTRY** – a powerful or influential person (OED), chief, head, leader, boss, principal (OTD).
- 4.02 For the purpose of defining membership at Fellow level by direct invitation a Captain of Industry is equivalent in status to, but not restricted to; A Chief Executive/Managing Director/Principal/Partner of a firm, or other organisation, engaged substantially in working within, or supporting, the civil engineering industry. The person concerned will be well known and highly respected within the industry for their knowledge, understanding and commercial success in their particular field of operation

### Procedure

- 4.03 Only the President, with Councils approval, will have the authority to invite a Captain of Industry to join the Institution at Fellow level.
- 4.04 The invitation will be made only on completion of the following:
- (a) An initial written submission to the President, outlining the nominee's current position with a précis of their career and track record, is made by any Fellow member of the Institution of the same discipline
  - (b) The President will then discuss the nomination with, and seek the opinion of a select group of CM/GE advisors, as appropriate
  - (c) If approved, the President will provide all Council members with the nominee's details and seek their endorsement of the recommendation either by e-mail or at the next Council meeting.
  - (d) The President then formally invites the nominee to join the Institution as a paying Fellow member either:
  - (e) by letter or personal telephone call only, or
  - (f) by letter or personal telephone call with an invitation to an informal dinner/lunch with the President, the Chief Executive and/or a senior Fellow of the same discipline to discuss the appointment and the Institution.

### HONORARY FELLOW MEMBERSHIP

- 4.05 A similar procedure to that used for Fellow Membership by Invitation will be used to offer Honorary Fellowship to eminent persons within the profession as a reward for their services to the Institution or civil engineering surveying, and to persons outwith

the profession where their membership would enhance the reputation and standing of the Institution.

## 5. Appendix D

### **Rules of Professional Conduct of the Chartered Institution of Civil Engineering Surveyors**

Amended and approved by Council of Management on 6 December 2018 in accordance with Bye-law 39 (c).

Expressions used in these Rules of Professional Conduct (“the Rules”) shall have the meanings assigned to them by the Bye-laws and Regulations of the Chartered Institution of Civil Engineering Surveyors (“the Institution”).

- 5.01 These Rules are provided to govern the conduct of all members of the Institution to ensure that they are guided at all times to serve the best interests of the public, the profession and their clients and maintain high standards of practice and professional conduct.
- 5.02 To that intent a member shall:
  - 5.02.1 at all times, act with integrity, care and diligence and with due regard to the high professional standards required of, and befitting, a member of the Institution;
  - 5.02.2 only undertake work that they are competent to do;
  - 5.02.3 take all practical steps to ensure that their professional competence is maintained throughout their working life by the knowledge and practice which currently pertains in the science and art of their primary specialism;
  - 5.02.4 in accordance with the Bye-laws, provide to the Institution in the form currently prescribed, an account of their continuing professional development activities or their reasons for failing to comply with this requirement;
  - 5.02.5 whenever appropriate, encourage others to continue their learning and to undertake continuing professional development activities;
  - 5.02.6 be entitled to use the post nominal letters applicable to their grade of membership as currently approved by Council of Management;
  - 5.02.7 avoid causing unnecessary damage or harm to the environment and, where possible, make a positive contribution towards the delivery of sustainable development;
  - 5.02.8 ensure that they, and all persons for whom they are responsible, observe safe and secure working practices at their place of work, whether on or off site, so

- as to prevent avoidable danger to health and safety, and adhere to the Institution's guidance on security awareness;
- 5.02.9 avoid, where possible, real or perceived conflicts of interest, and advise any affected parties when such conflicts arise;
- 5.02.10 in seeking a commission, do so in a clear and unambiguous manner and shall:
- (a) ensure that the services being offered are appropriate to the prospective client's requirement;
  - (b) do so in writing unless circumstances make this inappropriate or impossible so to do;
  - (c) refrain from making derogatory comparisons with the services available from other practitioners.
- 5.02.11 In accepting an appointment, ensure that:
- (a) the terms of engagement setting out their obligations and entitlements have been established in writing and accepted;
  - (b) the client is informed in writing of any limitations in the area of remit given to the member so there can be no dispute as to the extent of the services to be provided;
  - (c) they accept appropriate responsibility for all work carried out by them and by others working under their supervision;
  - (d) they observe the proper duties of confidentiality to appropriate parties;
- 5.02.12 at all times reject, and encourage others to reject, all forms of bribery and corruption;
- 5.02.13 assess and manage perceived risks and inform others as appropriate;
- 5.02.14 hold professional indemnity insurance if so required by the contract to cover the assessed level of liability;
- 5.02.15 notify the Institution of any significant violation of the Institution's Rules of Professional Conduct by another member;
- 5.02.16 adhere to the guidance in the Institution's Whistleblowing Policy.
- 5.03 A member shall not:
- 5.03.1 improperly canvas or solicit professional employment;
  - 5.03.2 misrepresent the services which they are able to provide or for which they are able to procure provision;
  - 5.03.3 maliciously or recklessly injure or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another practitioner;

- 5.03.4 use provocative, flamboyant or exaggerated language, nor be abusive, on websites, social media, texts, emails or any other mode of communication;
  - 5.03.5 make or subscribe to any statements or reports which are contrary to their bona fide professional opinions;
  - 5.03.6 act in any manner likely to bring either themselves or the Institution into disrepute.
- 5.04 A member who practises in any country outside of the United Kingdom shall order their conduct according to these Rules, so far as they are applicable, but where there are local regulations and recognised standards of professional conduct they shall adhere to them bearing in mind the high standards the Institution demands of its members.
- 5.05 A member convicted of a criminal offence, becoming bankrupt or disqualified as company director shall notify the Institution accordingly. If, in the opinion of Council of Management, the offence is of such a nature as to render them unfit to be a member, they shall be deemed to be guilty of improper conduct and not therefore eligible for continuing membership.
- 5.06 A member should notify the Institution if they have had membership of another professional body terminated as the result of a disciplinary procedure.

## 6. Appendix E – Disciplinary Regulations

### Chartered Institution of CIVIL ENGINEERING SURVEYORS DISCIPLINARY REGULATIONS

Amended and approved by Council of Management 7th March 2024 in accordance with Bye-law 39 (c).

Expressions used in these Disciplinary Regulations shall have the meanings assigned to them by the Byelaws and Regulations of the Institution.

CICES expects all members to act professionally and properly and to comply with the professional code of conduct thereby ensuring that the Institution continues to meet the aims of the Charter.

Any Member of the Institution who may have acted improperly could be subject to these Disciplinary Regulations.

The Institution has established an approach for the regular review of the institutions Rules of Professional Conduct, for considering matters of ethics as they apply to members and for the Institution's Disciplinary Process. These include adherence to the Institution terms of conduct and disciplinary regulations, adherence to the principles of our royal charter and through our annual audit of the Institutions finances. The Institutions Council of Management has oversight of all governance matters, meeting on a quarterly basis where matters can be highlighted and addressed.

Each Core committee of the Institution has current terms of reference that describe the purpose and objective of the committee and allows our members to hold the Institution to account.

All notices and similar correspondence will be deemed to of been sent if send by electronic copy and may also be sent by recorded delivery.

#### **Allegation of a Breach of the Professional Rules of Conduct or Improper Conduct.**

- 6.01 Any allegation of a breach of Institution's Rules of professional Conduct or improper conduct on the part of a member, received from any source, shall be referred to the Honorary Secretary and CEO who will jointly consider any appropriate actions to be

taken. SUBJECT to Conflicts of Interest – Any conflict of interest shall be declared from the outset.

- 6.02 The Honorary Secretary or the CEO shall acknowledge receipt of any correspondence or phone contact with the complainant.
- 6.03 If the complainant wishes to proceed, they will be asked to confirm this in writing to Honorary Secretary or the CEO with their grounds of complaint.

#### **Review Panel.**

- 6.04 The Honorary Secretary and CEO will review the complaint and consider if further action is required. If it is considered that there is no case to answer the matter will be dismissed and the complaint advised. In doing so the Honorary Secretary or the CEO may also seek independent technical or legal advice.
- 6.05 If the Honorary Secretary or the CEO considers that there is a potential case to answer then they will instigate an independent lay person (ILP) to fully investigate allegations. The ILP will be requested to provide their findings along with recommendations to the Council of Management. The Council of Management will decide the outcome based on those findings and recommendations.
- 6.06 The complainant and the complainees will be advised of the intention to undertake a review. The ILP will set out the points of the review in writing and an indicative timetable. Any relevant material obtained by the ILP will be disclosed.
- 6.07 The member being complained of will be asked to provide in writing their details or responses on the points being considered together with any evidence that they wish to provide.
- 6.08 Upon receipt of the submissions the correspondence will be exchanged.
- 6.09 Where the matter is being dealt with in writing the complainant will have an opportunity to comment on the others submission in writing with all responses to be received within two weeks of the date by which the correspondence has been exchanged. All correspondence will be disclosed to all parties.
- 6.10 Where the matter is to be dealt with in person the complainant and the complainees will have an opportunity to attend a Review Meeting in person to be held at any neutral premisses. Both parties will have an opportunity answer any queries from the ILP on their submissions and if they wish to comment on the other parties submissions. The Review Meeting will be recorded and a copy of the transcript will be shared. The procedure to be adopted at the in person hearing will be at the sole discretion of the ILP, including, but not limited to, the attendance and questioning of any witnesses, and permission for the parties to submit any additional evidence at

the hearing . The ILP has the discretion to adjourn the hearing if it considers it necessary to do so.

6.11 The ILP will then consider the submissions and present their finding and recommendations on the balance of probabilities as to whether:

- 6.11.1 the points of review have been proven or;
- 6.11.2 the points of review have not been upheld.
- 6.11.3 any mitigating and/or aggravating factors
- 6.11.4 their recommendations for sanctions, if any, in accordance with 2.10

6.12 If a case is proven on the balance of probabilities, Council of Management will ultimately decide on the appropriate sanction, if any, taking into account all the circumstances of the case and the ILP's findings.

6.13 Council of Management will consider appropriate level of sanctions which would be either:

- a) where the matter relates to a specific area of knowledge, then the member would be required to undertake additional training and development specifically in the areas where the failure has been identified. The training to be completed in an agreed timescale with evidence that the training has been undertaken to be submitted to the review panel within the time period set; or
- b) where the matter relates to a specific area of knowledge or values of the Institution a requirement for the member to undertake additional training and development specifically in the areas where the failure has been identified plus suspension as a member for a period of time. The member would not be able to use the CICES logos during the period of suspension. Evidence that the training had been undertaken to be submitted to the review panel before membership could be reinstated; or
- c) where the matter relates to one or more areas of knowledge including general competencies matters or relates to the values or reputation of the Institution a requirement for a member to be suspended for a period of time and to have to undertake the full membership review process before resubmission as a member including the member bearing the usual costs for the membership review process and providing evidence that sufficient training in the area of knowledge highlighted as being deficient has been undertaken to the satisfaction of the Review Panel; or
- d) where the matter relates to substantive lack of knowledge or behaviours which seriously impact the reputation of the Institution for the member to be expelled permanently from the Institution.

- 6.14 The Honorary Secretary or CEO will communicate their findings of the Council of Management to the parties concerned. .
- 6.15 The Honorary Secretary or CEO will also inform the parties of their rights to appeal against any decision of the Review Panel.
- 6.16 The timelines set out can be extended by agreement.

### **Appeals**

- 6.17 The Construction Industry Council (CIC) has established an Independent Appeals Tribunal (IAT) for its member bodies, which may be used for appeals against the decisions by the Review Panel of the Institution. A member shall be entitled, within one calendar month after receipt of the Review Panel's decisions, to give notice of intention to lodge an appeal with the CIC IAT against any decision of the Review Panel.
- 6.18 Notice of intention to appeal shall be made by recorded delivery to the CIC IAT and the Institution. The appellant will receive information as to the appeals procedures including an application form that must be completed and returned to the CIC IAT within the timescale stated on the form. A copy of the completed form shall be sent to the Institution at the same time.
- 6.19 The appeal shall be conducted in accordance with the CIC IAT procedures in force at the time the appeal is lodged.
- 6.20 The appellant and the Institution shall be bound by the decision of the Tribunal hearing the appeal.
- 6.21 The appellant may be represented at the Tribunal Hearing at their own cost.
- 6.22 Unless the Institution specifically determines to the contrary, the Institution invite the CIC IAT to exercise its discretion to make an award to it of the costs of an appeal. Unless, by the exercise of that said discretion, the CIC IAT specifically determines otherwise, the costs of a failed appeal shall be awarded against the appellant.
- 6.23 Appeal to the Engineering Council is only available if a member, by losing membership of CICES will also loses registration of the Engineering Council and the Institution's appeals process has been exhausted. This appeal is carried out under the relevant Engineering Council Regulation. Complaints not amounting to an appeal to the Engineering Council in respect of other matters may result in the Engineering Council discussing the case with the Institution concerned only to confirm that the procedure approved as part of the licensing process had been followed.

## **Expulsions and Suspensions**

- 6.24 A member who is permanently expelled from membership of the Institution shall immediately return to the Institution their membership certificate and shall not be entitled to use any title, post nominal letters, logo or description implying current or past membership.
- 6.25 A member who is suspended for any period shall immediately return to the Institution their membership certificate. During the period of suspension they shall not be entitled to exercise any of the rights or privileges of membership, or use any title, post nominal letters, logo or description implying current membership. In all other respects they shall remain subject to the Rules of Professional Conduct of the Institution.