

REVISED VERSION AS ADOPTED AT THE ANNUAL GENERAL MEETING OF AUGUST 25th 2022

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. Full Members
 2. International Members
 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 qualified architects registered with the Barbados Architects Registration Board. Full Members only are entitled to use the letters "BIA" after their names.
 - b) **International Members** - A Person not practicing in Barbados but qualified and/ or registered to practice Architecture in their jurisdiction, subject to Council's approval. International Members only are entitled to use the letters "IBIA" after their names.
 - c) **Associate Members** - A person who has completed an Undergraduate and / or Masters Degree in Architecture or Architectural Technology acceptable to Council. Associate Members only are entitled to use the letters "ABIA" after their names.
 - d) **Affiliate Members** - Persons of Affiliated professions with a personal or professional interest in architecture. This shall include professions such as Technicians / Draftspersons, Planners, Landscape Architects, Interior Designers / Decorators, Quantity Surveyors, Engineers, Land surveyors, Contractors or other persons considered acceptable by the Council of the Institute.
 - e) **Student Members** - Persons actively engaged in the study of Architecture or Design at an educational institution acceptable to Council.
 - f) **BIA Fellows** - Members or past members nominated by the membership and approved by Council as having contributed exceptionally to the development of Architecture in

Barbados. Fellows only are entitled to use the letters "FBIA" after their names.

4. The use of the title 'Architect' and the letters 'RA' to distinguish a persons professional status is governed by the Architects Registration Board.

5.0 APPLICATION FOR MEMBERSHIP

1. Applications for all classes of membership shall be in writing to the Secretary, and accompanied by proof of qualification for Full, International, and Associate members; by character reference for Affiliate members; and by proof of degree program for Student members. Applications may be submitted electronically with qualifications certified as true copies by a lawyer, Justice of the Peace, or BIA Full Member. 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 (2) Floor 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 their representative, may at their discretion and/or by request from three or more Full 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 Full Members who are residing in Barbados at the time of meeting.
4. Only Full 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 all classes of membership 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 Institute.
4. Every Full Member of the Institute undertakes to contribute to the assets of the Institute in the event of the same being wound up while they are a member or within one year after they cease to be a member, for payment of the debts and liabilities of the Institute contracted before they ceased to be a Full 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 One hundred 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 **28th of February** of the year for which they are due (commencing from February 2014). Should payment be late within:
 - a) the span of one year, a late fee of \$100 shall become payable in addition to the subscription fee for all members except student members.
 - b) the span of two years or more, a late fee of \$100 and a reinstatement Fee equivalent to a full year's subscription will be payable, in addition to the subscription fee for the current year prior to reinstatement. Student members shall be exempt from the payment of the late fee only for reinstatement.
7. The Council shall suspend the membership status of a member delinquent in payment in excess of three months from the payment due date, i.e by 28th of May of the given year.
8. Should a member remain delinquent in payment for two years or more their membership status will be deemed to be cancelled.

9. Persons who have cancelled their membership status due to non-payment of fees will be required to reinstate their membership in accordance with the terms and conditions of clause 8.6.b above.

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.

END OF CONSTITUTION