

INSTITUTE OF BAHAMIAN ARCHITECTS

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THE BYELAWS OF THE INSTITUTE OF BAHAMIAN ARCHITECTS

02 JUNE 2000

THE BYELAWS OF THE INSTITUTE OF BAHAMIAN ARCHITECTS

SCHEDULE BYELAW: DEFINITIONS

In these Bylaws; unless the contrary intention appears;

- (a) The following expressions shall have the meaning respectively assigned to them in Constitution.

“Executive Proper”
“The Institute”

“The Executive”
“The Bahamas.”

- (b) The following expressions shall be read as if the words ‘of the Institute of Bahamian Architects’ were inserted thereafter.

“Corporate Member”
“Membership”
“Associate Member”
“Past President”
“Student Member”

“President”
“Honorary Member”
“Vice President”
“Member”
“Secretary/Treasurer”

- (c) The expression:
“Branch”

means any branch or Island organization of the Institute of Bahamian Architects.

“Corporate Member”

means any member elected under Bylaws article I.

“Month”

means calendar month.

“Registered Post”

includes recorded delivery.

“Secretary/ Treasurer”

means the person who is (however styled) the principle executive officer of the Institute of Bahamian Architects and includes any deputy or any person temporarily appointed by the executive to perform the duties of the principal executive officer.

“Student Member”

means a student member of any sub-class.

1. MEMBERSHIP

- 1.1 (a) Corporate Membership shall be divided into sub classification follows:
- (i) any person, twenty- one years or older who has been resident in The Commonwealth of The Bahamas for a minimum of one year, has been engaged in the practice of architecture for an aggregate of two years or more (of which one must have been in The Bahamas), and possess proof of being licensed or registered to practice as an architect in another country under professional qualifications recognized by the Institute; or
 - (ii) any person, twenty-one years or older, who has graduated with master degree in Architecture or equivalent, from an academic curriculum recognized by the Institute, and has undergone an aggregate of one year of practical experience in The Bahamas under the supervision of a qualified architect recognized by the Institute; or
 - (iii) any person, twenty-one years or older, who has graduated with a Bachelors degree in Architecture or equivalent, from an academic curriculum recognized by the Institute and has undergone an aggregate two years or more of practical experience in architecture, one of which must have been in The Bahamas under the supervision by the Institute; or
 - (iv) any person, who has been engaged in the fulltime practice of architecture for a minimum aggregate of twelve years, where part of the experience could have been obtained in an academic curriculum leading to a degree in Architecture recognized by the Institute, in which each successfully completed year of study shall equal 1.8 years of experience includes three years or more of practice in The Bahamas under the supervision of a qualified architect recognized by the Institute; and to pass a qualifying examination prescribed by the Institute; or
 - (v) any person applying under Clause (ii), (iii), and (iv) shall be required to pass a final examination prescribed by the Institute and set by a duly appointed committee.
- (b) Fellow Member shall be any person with a distinguished record in the Bahamas, who when time is fit, shall be nominated and elected by a majority of the voting membership of the Institute.
- 1.2 Non-Corporate Membership shall be divided into sub- classifications as follows:
- (a) Associate Members- shall have successfully complied with requirements 1.1 (a), (i), (ii), and (iii), but have:
 - (i) not practiced in The Bahamas for the minimum required time; or
 - (ii) have practiced architecture for an aggregate of ten years and have successfully passed the qualifying examination set by the Institute; or
 - (iii) persons who are engaged in allied professions approved by the Institute;
 - (iv) no Associate Member will be allowed to remain an Associate Member for longer than five years except those qualifying under Clause 1.2 (a) (iii). (b) Student Members shall be any person, eighteen years or older who is engaged in the practice of architecture, but does not meet any of the requirements for Corporate Membership or Associate membership. These persons shall not be permitted to remain a Student Member for a period not to exceed twelve years whilst engaged in study of architecture without proof of endeavoring to qualify for corporate Membership status;

- (c) Honorary member- shall be any person not engaged in the practice of architecture, who, either by eminent position, or encouragement and promotion of architecture, or involvement in an allied trade or profession, when time is fit, has been nominated and elected by a majority of the voting membership of the voting membership of the Institute.

All classes and sub-classes of membership definition thereof shall be liable to revision subject to the duly established provisions for alterations to the Constitution.

- 1.4 Classifications for Corporate Membership, different to those under 1.1 were permitted two years subsequent to formation of the Institute (founding date October 1, 1973). These memberships shall be honoured in perpetuity, subject to continued adherence by the individuals concerned, to all rules and regulations established under the Constitution.

- (b) A list of members, of whichever class and sub-class, shall be kept by the Secretary/Treasurer and circulated annually to all members.

- (c) Both Corporate Members and Non-Corporate Members shall be entitled to cast a vote on all issues, other than changes related to the Bylaws and Constitution of the Institute which may only be vote upon by Corporate Members.

- 1.7(a) A Corporate Member may use the statement "Member of the Institute of Bahamian Architects" and after his name the initials I.B.A. The President during his term of Office may use after his name I.B.A.

- (b) A member may not use any statement or initials implying Membership of the Institute other than those prescribed by these Bylaws.

2.ENTRANCE FEES AND SUBSCRIPTIONS

- 2.1 Corporate Members and Non-Corporate Members (other than honorary members who shall be exempt) shall pay an Entrance Fee and an annual subscription of designed sums, dependent upon membership classification. The following provisions shall have effect regarding Entrance Fees and Subscriptions:

- (a) they shall be discussed, when fit and necessary, by the Executive Committee, and any proposals or amendments regarding previously accepted sums shall be put forward for consideration as an addendum to the Annual Statement of Accounts at the Annual General Meeting at which time a two-thirds majority of the voting membership shall determine acceptance;
- (b) Annual subscriptions shall be due on May 31st of each year. Entrance Fees and First

subscriptions shall be due on the day of election of a member to the Institute. The first subscription shall be paid as a percentage, based on the period from date of election to the following May 31st. It shall be calculated from the number of quarters of the year contained within that period, expressed as a payment of either 25%, 50%, 75%, or 100% of the annual subscription;

- (c) Entrance Fees shall be paid in full when due, but Annual Subscriptions may be paid as quarters of the total sum, the first payment at intervals of three months thereafter. Should payment not be made by May 31st, except for a good and sufficient reason, a member may find himself liable to suspension, and continued non-payment may result in expulsion from the Institute.

3. DIPLOMAS

- 3.1 A diploma or certificate shall be presented to all Corporate and Associate Members elected to the Institute and shall be of such form and design as is decided by the Executive Committee.
- 3.2 Any such diploma or certificate shall remain the property of the Institute but shall be held in the possession of the member so long as he remains a member of the Institute. Should the holder cease

to be a member of the Institute. Should the holder cease to be a member, a discretionary decision shall be made by the Executive Committee as to whether the diploma or certificate is to be returned, unless the holder be suspended or expelled from the Institute in which case it shall always be returned into the custody of the Secretary /Treasurer.

4. PROFESSIONAL CONDUCT AND DISCIPLINE

- 4.1 The Code of Professional Practice as adopted by the Institute shall be binding upon all members.
- 4.2 The following provisions shall have effect regarding disciplinary measures related to contravention of the Code of Professional Practice:
- (a) any such case of alleged unprofessional conduct by a member of the Institute, shall be considered in the first place by a Disciplinary Committee appointed by the President, consisting of two members from the Executive committee and a panel of five Corporate Members from whom three shall sit on any particular case;
- (b) If it appears that there is a prima facie case to be answered, a registered letter conveying the charge shall be sent to the member concerned, and the member shall be required to answer the charge within fourteen days of the letter being sent. A further meeting shall be held by the Disciplinary Committee, at which the charge will again be considered in light of the reply from the member and at which the member shall have the right to attend and may also be required by the Committee to attend;
- (c) If after re-consideration, the Committee find the member guilty

of unprofessional conduct, they shall have the power to expel the member from the Institute, to suspend membership for a stated period, or to issue a reprimand. In the event of a member failing to reply to a charge or failing to appear when summoned, the Committee shall have the same powers to decree expulsion, suspension, or reprimand;

- (d) On completion of the investigation, the Disciplinary Committee shall report its decision to the Secretary/Treasurer who shall convey the decision by registered letter to the member concerned. The measure of discipline decreed shall take effect upon the date of the latter being sent.

- 4.3. During a period of suspension, a member shall not be entitled to exercise or enjoy any rights or privileges of a member, and in particular, he shall not be entitled to: -
- (a) use after his name any statement or any initials appropriate to his membership;
- (b) attend any meeting of the Institute;
- (c) vote in any poll of the members or in any election;
- (d) have his name printed in the directory of the Institute;
- (e) receive any publication issued by the Institute

5. EXECUTIVE STRUCTURE

- 5.1 The Institute shall be governed by an Executive Committee composed as follows:
- (a) The Executive Proper: This shall consist of a President, A Vice-President, and a Secretary/Treasurer - all of whom shall be elected for a term of twelve months at the annual General Meeting by nomination and secret ballot of the voting membership:
- (1) Any person elected to the Executive Proper must be a Corporate Member and must be a citizen of The Bahamas;
- (2) No person shall hold a particular office on the Executive Proper for more than two consecutive years;
- (3) Should the office of President become vacant for any reason during the elective year, then the Vice President become President for the balance of the elective year, then it shall be filled form the body of the Executive Committee by a majority vote of the member of the Executive Committee.
- (b) Four additional members of the Institute - all of whom shall be elected for a term of twelve months at the Annual General Meeting by nomination and secret ballot of the voting membership:
- (1) any persons so elected must be either a citizen of the Bahamas, or a permanent resident, or possess a status based on a work permit/contract guaranteeing residency in The Bahamas for a minimum period of twelve months from the time of election;
- (2) A minimum of three of these members elected to the Executive Committee must be Corporate Members, but the fourth may be a Non-Corporate Member.
- 5.1 If not elected to the Executive Committee of a particular year, the immediate Past President and Secretary/Treasurer may be called upon as ex officio member of the Executive Committee as necessary.
- 5.3 The new Executive Committee shall take up their duties upon election at the Annual General Meeting.
- 5.2 Any member lacking a fully paid up status in the Institute at the time of the Annual General Meeting shall be both ineligible to cast his ballot or to be nominated to the Executive Committee.
- 5.5 The Executive committee shall be convened a minimum of once monthly by the Secretary/Treasurer, who shall give not less than seven days notice of such meeting.
- 5.6 Four members of the Executive committee attending such a meeting shall constitute a quorum which must be formed within thirty minutes of the notified time of the meeting.

6. SUB-COMMITTEES

- 6.1 Sub-Committees may be appointed on such terms as is thought fit and for such purposes as may be required, provided that the necessity for the Sub-committee has been approved by a two-third majority of the voting membership of the Institute.
- 6.2 Persons serving on such sub-committees shall be appointed by the President, in concord with the Executive committee, from the body of the membership of the Institute. However, sub-committees may include persons who are not members of the Institute when a particular expertise, not available within the Institute, is required.

7. MEETINGS

- 7.1 The meetings of the Institute shall be of two kinds - General Meetings and Annual General meetings.
- 7.2 The following provisions shall have effect regarding General Meetings:
- (a) They shall be convened in such manner and at such places and at such time and on such dates as the Executive committee shall decide. The Secretary/Treasurer will give not less than seven days notice to all current members of the Institute and shall include a statement of the business which is to be transacted;
 - (b) Seven voting member shall constitute a quorum at such a meeting, and a quorum must be formed within thirty minutes of the published time of the Meeting. Should a quorum not be formed, then no motion or vote can be considered relating to the Constitution, management, government, or membership of the Institute;
 - (b) A General Meeting may also be convened if a petition is received by the Secretary/Treasurer, signed by a minimum of seven voting members of the Institute, stating the object of the meeting, and any motion to be proposed thereat. Clause 7.2 (a) shall apply thereon.
- 7.3 The following provisions shall have effect regarding Annual General Meetings:
- (a) They shall be convened once each year at such place and at such time and on such date (not being more than eighteen months after the last preceding Annual General Meeting) as the Executive Committee shall determine.
 - (b) The Secretary/Treasurer must give not less than twenty-one days notice to all current members of the Institute. Any accidental omission to send a notice of the meeting to a member entitled to receive notice shall not invalidate the proceedings of the meetings;
 - (b) The only official business transacted at an Annual General Meeting shall be:
 - (1) the presentation and consideration of the annual Report of the Executive committee and the Annual Statement of Accounts; and
 - (2) the election of the new officers and Executive Committee for the forthcoming year.
 - (c) Half the voting membership of the Institute, plus the President, at an annual general Meeting shall constitute a quorum, and a quorum must be formed within thirty minutes of the published time of the meeting. Should quorum not be formed, the meeting shall be adjourned to a date, time and place fixed the Secretary/Treasurer provided that the adjournment shall not be for a period exceeding fourteen days.
- 7.4 The Chair, at a general Meeting or annual General Meeting, shall be taken by the President, or in his absence, by the Vice-President. If neither is present at a General Meeting, the Chair taken by a corporate member elected by members of the Institute present. If neither are present at an Annual General meeting, the meeting shall be adjourned and relevant part of clause 7.3 (c) shall apply form thereon.

8. APPLICATIONS, RESIGNATIONS, AND RE-ADMISSIONS

- 8.1 The following provisions shall have effect regarding applications for membership of the Institute:
- (a) They shall be considered by a membership committee appointed by the President, which shall consist of the President of Vice-President, one other member of the Executive Committee, and one Corporate Member from the body of the membership;
 - (b) They must be proposed and seconded by two Corporate members with current membership status in the Institute;
 - (b) They shall be submitted on the forms provided by the Institute,, and shall set out sufficient particulars and shall include the enclosure of all relevant documents requires for proper consideration by the recommendations of the Membership Committee to the Executive Committee who shall have the power of election to the Institute.
- 8.2 A member may resign from the Institute by giving written notice to the Secretary/Treasurer of his intention, but such notice shall only become effective on the date on which it is accepted by the Executive committee. The resigning member shall not be entitled to recover any part of any subscription or entrance fee that may have been paid prior to the date of cessation membership.
- 8.3 A former member, on application to the Membership committee, may be readmitted the Institute on payment of the subscription fee and outstanding arrears, provided that all current requirements for membership are fulfilled.

9. CUSTODY OF FUNDS

- 9.1 The Institute's funds shall be place in account with an accredited Bank designated as is fit by the Executive Committee, and all withdrawal cheques shall bear the signatures of two officers, one of whom shall be the Secretary/Treasurer.

10. ANNUAL AUDIT

- 10.1 Two Honorary auditors shall be appointed annually by the President from the body of the membership and excluding any member of the Executive Committee. Their report shall be presented as the Annual Statement of Accounts at the Annual General Meeting.

11. CUSTODY OF PROPERTY

- 11.1 An inventory of property shall be kept and checked annually by a Committee comprised of one officer and two corporate members from the body of the membership. Their report shall be included in the Annual Report of the Executive Committee presented at the Annual General meeting.

12. PUBLICATIONS, SERVICES AND PAPERS

- 12.1 The Executive may publish such periodicals and other publication as it may seem fit and shall make then available on such term as it may seem fit.
- 12.2 The executive may provide such services and papers that it may seem fit unless instructed by the general body to the contrary.

13. BRANCHES AND REGIONAL ORGANISATIONS

13.1 The Executive may establish branches or Regional Organizations of the Institute.

13.2 The Executive may make regulations on the constitution, powers and duties of a Branch or Regional Organization.

INSTITUTE OF BAHAMIAN ARCHITECTS (I.B.A.) MEMBERS

Anthony Jervis	President	Anthony Jervis Architect /326-6217
Craig Danely	Vice President	Ministry of Works/322-4830
Hiram Lewis	Secretary	Alexious & Associate/325-7363
Cliton	Executive	Jackson Burnside/394-1886
Trevor Bridgewater	Executive	Ministry of Work/322-4830