

The Chartered Institution of Building Services Engineers

RULES FOR DIVISIONS & SOCIETIES OF THE INSTITUTION

Adopted by the CIBSE Board on 9th October 2019

Table of revisions

Revision Number	Date of Revision	Approved by Board

0.1 Under Article 8 of the CIBSE Royal Charter, the Institution has established the following Divisions of the Institution, which are known by the following titles:

- Society of Light and Lighting (1999)
- Society of Public Health Engineers (2002)
- Society of Façade Engineering (2004)
- Institute of Local Exhaust Ventilation Engineers (2010)
- Society of Digital Engineering (2017)
- CIBSE Patrons (2018)

1. INTRODUCTION

1.1 The CIBSE Regulations provide for the creation of Divisions under Regulations 67 and 68. Regulation 67 requires the CIBSE Board to make rules for their constitution and conduct.

“67. The Board may establish Divisions of the Institution comprising members interested in a particular branch of knowledge of building services engineering as defined for this purpose by the Board. Each Division shall be constituted and its affairs shall be conducted in accordance with Rules to be made from time to time by the Board, and may be titled a Society, Group, Network or such other term as the Board may decide.

“Such Rules shall define the functions of the Division and shall make provisions concerning inter alia:

- (1) the election of a Divisional management committee
- (2) the election of a [Chair] of the Division: and
- (3) the expenses of the Division

“68. The Board shall not delegate to a Region or to a Division any function the exercise of which would derogate from the rights of the corporate members of the Institution. The Board may from time to time alter the area of a Region, the subjects of a Division and the Rules as to the conduct of the affairs and meetings thereof, and shall have power to dissolve any Region or Division at any time after it has been formed except that a Region or Division shall not be dissolved without full consultation with members of that Region or Division.”

1.2 Functions and activities of the Divisions

Subject to the over-riding authority and responsibility of the CIBSE Board, each Division is empowered to:

- (a) organise meetings, conferences, seminars and training and general action to advance the status of the field of interest of the Division and to promote the discipline, working in collaboration with the secretariat of the Institution;
- (b) prepare guidance on the discipline and promote such guidance in collaboration with the secretariat of the Institution;
- (c) promote membership of the Division;
- (d) assess the competence of applicants for corporate grades of membership of the Division against the competence criteria and promote professional competence in the discipline;
- (e) produce journals or newsletters;
- (f) promote the improvement of knowledge, education and research;
- (g) liaise with other relevant organisations to promote the discipline of the Division.
- (h) play an active role in industry for and maintain contact with related bodies in the industry, discipline or sector, including individual organisations, firms, trade associations, and professional bodies;
- (i) participate in conferences and exhibitions concerned with the discipline;
- (i) advise and participate in the Institution's Council, Divisions, Groups, Committees, Networks and Working Groups as appropriate;
- (k) make recommendations to CIBSE Board for Institution Awards and manage Divisional Awards as agreed with the Board;

2 TERMS AND INTERPRETATION

Subject to the CIBSE Charter, By-Laws and Regulations and except where inconsistent with the context:

“Division” means one of the established Divisions of the Institution, whether a **Society**, Institute or the **CIBSE Patrons**, as listed above in rule 0.1

NOTE: The word “Division” is used throughout these Rules as the collective term for one or more of the established Divisions listed above in rule 0.1

“Society” means a Division of the Chartered Institution of Building Services Engineers

“Institute” means the Institute of Local Exhaust Ventilation Engineers, a Division of “the Institution”

“CIBSE Patrons” means the **Division** of “the Institution” solely comprising **Company Members** represented by individuals who may also be CIBSE **Corporate Members**

“Company Member” means a limited company, limited liability partnership, professional practice, trade or professional association, educational organisation or other organisation, sole trader or independent consultant which wishes to provide financial and other support to the **Division** by paying an annual subscription and by taking an active part in the affairs of the **Division** in other ways”

“Individual member” means any natural person who is a member of the Institution

“Corporate member” means an individual member of a **Division** in any class of membership which has requirements for academic achievement, training and/or experience

“financial year” means the period from 1st January in one year to 31st December in that year.

“the Charity” means The Chartered Institution of Building Services Engineers

“the CIBSE Board” means the Board of The Chartered Institution of Building Services Engineers, which is the governing body of the Registered Charity

“Trustee of the Registered Charity” means any voting member of **the CIBSE Board**

“Institution” means The Chartered Institution of Building Services Engineers

“Management committee of the Division” means the committee required by Regulation 67, which governs the affairs of the Division, and may be called the Steering Committee, Steering Group, Executive Committee or Board of the Division, as defined in the **supplementary rules** of the Division.

“Supplementary Rules” means the additional rules for each individual **Division** which regulate matters specific to that **Division**. These rules shall always take precedence over the supplementary rules of any **Division**.

“clear days” in relation to periods of notice means the period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect.

“executed” means any mode of execution.

“secretariat” means the staff employed by CIBSE, including those responsible for the regular support of the **Divisions** as well as finance, marketing, knowledge, training, events and technical staff, who may support the **Divisions** as appropriate.

2.2 This Rulebook has been compiled in accordance with and is subject to the provisions of the Royal Charter and By-laws and the Regulations of the Chartered Institution of Building Services Engineers and is to be interpreted accordingly.

3 MEMBERSHIP

3.1 The classes of individual membership of the Institution are specified in By-law 7. “The membership of the Institution shall consist of the following classes of members, namely: Honorary Fellows, Fellows, Members, Companions, Associates, Graduates, Licentiates and Affiliates and all such persons shall be included in the general words "members" and "membership" where herein contained. Fellows, Members, Associates and Licentiates shall be corporate members of the Institution; members in other classes shall be non-corporate members.

“The qualifications required respectively for each class of membership, the examinations or tests prior to election, the methods of election, the entrance fees, annual subscriptions, and other sums (if any) payable by members and the rights and privileges of members and of the various classes of members shall be such as the CIBSE Regulations shall prescribe; provided that the qualifications prescribed in respect of the election of corporate members of the Institution shall be such as to ensure that the persons so elected shall be suitably qualified”.

3.2 Membership of any Division shall be open to persons who actively participate in the field of interest of that Division, including those who are a designer, manufacturer, contractor, consultant, technician, researcher, teacher or in any other capacity and whether employed, self-employed, retired or acting as a consultant or contractor or manufacturer or a partner as the case may be in a business in the said field or generally acting in the said field.

3.3 Members of any Division except CIBSE Patrons shall be members of the Institution in one of the Grades specified in By-Law 7 as summarised in Rule 3.1, which includes Affiliates and Students. Members of CIBSE Patrons shall be Company Members of the Patrons.

NOTE: Under Regulation 9 all members of the Institution must undertake to “observe and be bound by the Charter and By-Laws and subject to the Code of Conduct”.

3.4 Membership Classes

3.4.1 The Management Committee of the Division may from time to time create and discontinue classes of membership of the Division. Only those individual classes of membership having requirements for academic achievement, training and/or experience may be described as Corporate classes and have voting powers in the Division. The Management Committee of the Division, in consultation with the Membership Panel of the Division and the Education, Training and Membership Committee of the CIBSE Board, shall define the criteria for each corporate class of membership, having regard to the Engineering Council requirements for registration and the requirements of the discipline.

3.4.2 The individual membership classes may include any or all of the following grades:

Honorary Fellow: an individual who the Management Committee of the Division wishes to honour and who in the opinion of the Management Committee of the Division has made a major contribution to the furtherance to the objects of the Division. A corporate member of the Division elected as an Honorary Fellow shall retain the rights and privileges of corporate membership. The CIBSE Board shall, in consultation with the Management Committee of the Division, set a limit to the number of Honorary Fellows of each Division;

Affiliate: any individual, other than a Student Member, who has not been elected to another class of membership;

Fellow: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Fellow and is accepted for election to that class. This class shall be corporate;

Member: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Member and is accepted for election to that class. This class shall be corporate;

Associate: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Associate and is accepted for election to that class. This class shall be corporate;

Licentiate: a member of the Division who meets the qualification and experience requirements currently laid down by the Management Committee of the Division¹ for the class of Licentiate and is accepted for election to that class. This class shall be corporate;

Student: a member of the Division who is undertaking a recognised course of training or education or who at the time of becoming a member of the Division was already a Student member of CIBSE. A Student member of CIBSE who is elected to another grade of CIBSE membership shall automatically become an Affiliate of the Division.

3.4.3 In accordance with Regulation 2 of the Institution, the Management Committee of the Division may require the candidate to attend an interview or pass such other test as they may from time to time determine before forming an opinion or being satisfied that the candidate meets the requirements for admission to a grade of corporate membership.

3.4.4 Applicants for admission or for renewal of membership of a Division shall satisfy the Management Committee of the Division that they are in a position to further the objectives and purposes for which the Division is constituted, and shall satisfy the Management Committee of the Division that they are a person actively interested in the field of interest of the Division.

3.4.5 The Management Committee of the Division shall have an absolute discretion as to the admission of applicants for any of the classes of membership of the Division. These rules shall

¹ in consultation with the Education, Training and Membership Committee of the Board

not in any way restrict the lawful rights of candidates not admitted to membership who may in the first instance appeal decisions to the Management Committee of the Division, and if still not satisfied to the CIBSE Board.

NOTE: The Management Committee of the Division is not required to give reason for the exercise of its discretion, but must be aware that such exercise of discretion may prompt a subject access request under data protection legislation and that the full recorded reasons for the decision will then have to be disclosed to the candidate.

3.4.6 In accordance with Regulation 7, every Corporate member of a Division may receive a certificate of election to their class of membership on payment of such a fee as the CIBSE Board shall determine. Corporate Membership certificates remain the property of the Institution and their return may be requested to the Secretariat upon termination of Corporate membership.

3.5 Abbreviated titles and descriptions of membership

3.5.1 Members of Divisions may use descriptions and abbreviations of their membership grades, as appropriate, on their personal stationery. These are set out in the supplementary rules for the Division.

3.5.2 Honorary Fellows who were previously corporate members of a Division may prefix the corporate designation with the letters "Hon", for example an honorary Fellow of the Society of Light and Lighting may use the designatory letters "HonFSLI".

3.5.3 Classes of membership should be described using the words "<class> of the <Division>" where <class> is the full name of the class of membership, ie Student, Affiliate, Fellow.

3.6 Company membership.

CIBSE Patrons Division comprises Company members. The Management Committee of any other Division may decide to create a class of Company Members of the Division, as defined in Rule 2, for those companies who wish to participate in the activities of the Division. Company members shall pay subscriptions which shall be set in accordance with Rule 6.5. The Division may create a sub group or groups comprising company members, and shall agree supplementary rules for such a group that shall be approved by the Management Committee of the Division and by the CIBSE Board.

3.7 Termination of Divisional membership

Termination of Divisional membership is subject to CIBSE Regulations 23 and 24:

23. If any member shall leave their subscription in arrears for three months and shall fail to pay such arrears within two months after a written application has been sent by the Chief Executive, then they may be struck off the register by the CIBSE Board at any time thereafter and shall thereupon cease to have any rights as a member, but shall nevertheless continue to be liable to pay the arrears of subscription due at the time of being struck off; provided always that this by-law shall not be construed as compelling the Board to remove any name if they shall be satisfied the same ought to be retained.

24. Any member notifying the Chief Executive in writing that they wish to withdraw from the Institution shall, after payment of all arrears, if any, then due, cease to be a member of the Institution and shall be removed forthwith by the CIBSE Board from the register of members of the Institution.

4 RIGHTS AND PRIVILEGES OF MEMBERS

4.1 The rights and privileges of a member of any Division of whatever class are personal to the member and may not be transferred or transmitted in any way.

4.2 Regulation 6 of the Institution provides that “any member acting jointly with or practicing in partnership with any person not a member of the Institution or under the title of a firm shall not after the joint names or after the title of the firm use any abbreviation descriptive of membership of the Institution or the name of Chartered Building Services Engineers.”

Further to Regulation 6, any member of a Division acting jointly with or practicing in partnership with any person not a member of the Division or under the title of a firm shall not after the joint names or after the title of the firm use any abbreviation descriptive of membership of the Division or which associates non-members with the Division.

CIBSE Patrons use of the Patrons logo to indicate that the company is a member of the Patrons is covered by separate rules.

5 CIBSE CREST AND COAT OF ARMS, CIBSE LOGO AND DIVISIONAL LOGOS

5.1 Use of the Institution’s Crest, Coat of Arms and logo and of any Divisional logos shall always comply with the Brand Guidelines² provided by the secretariat. ~~{Insert link here}~~

5.2 Divisional members, whether individual or Company members, may use the Divisional logo as permitted by the Management Committee of the Division from time to time, and in accordance with Rule 4.2 above and guidance provided by the secretariat.

5.3 Company members may make use of any logo approved by the CIBSE Board for the company members’ scheme as permitted by the Management Committee of the Division from time to time, and in accordance with Rule 4.2. Where this includes incorporating the logo on company stationery and literature, it must follow any requirements of the Management Committee of the Division or of the CIBSE Board.

6 FINANCE AND ADMINISTRATION

6.1 The CIBSE Board shall allocate an annual budget to each Division, having regard to CIBSE subscription rates, Divisional membership numbers, any reserves held by the Division and the annual budget proposals presented by the Management Committee of the Division to the Finance, Risk, Audit and Governance sub-committee of the CIBSE Board.

6.2 All Divisional financial transactions are financial transactions of CIBSE conducted using charitable resources of the Institution and shall be conducted in accordance with the rules for CIBSE financial transactions laid down from time to time by the CIBSE Board and in accordance with the statutory requirements for Registered Charities. All Divisional financial transactions shall be authorised by a member of the secretariat with the appropriate authority to commit the Institution as a legally contracting party.

6.3 Divisions may raise additional income through supplementary charges and sponsorship and may expend such income on any legitimate activities of the Division in accordance with the Divisional budget and subject to any constraints in the Charter and By-Laws and charity legislation. Divisions should consult the Managing Director of CIBSE Services about any revenue generating activities to ensure that they are fully co-ordinated with the commercial activities of the Institution undertaken by CIBSE Services and CIBSE Certification, and to ensure that they benefit from the support of professional staff in the secretariat. Consultation will

² At the time the rules were approved the Brand Guidelines were available from <https://www.cibse.org/getmedia/7778c6a9-e6fc-415e-a17b-f0004f6adfb4/CIBSE-Corporate-Brand-Guidelines.pdf.aspx>

also help to avoid Divisional activities potentially being in conflict with existing commercial commitments of the Institution covering, for example, sponsorship and advertising.

6.4 Commercial contracts must be signed by a CIBSE Director after consultation with the Managing Director of CIBSE Services.

6.5 The Division shall be supported by suitable CIBSE secretariat staff as agreed from time to time by the CIBSE Board and the Management Committee of the Division. Divisions shall not employ their own staff.

6.6 In accordance with the By-Laws, Divisional Subscriptions shall be set by the CIBSE Board, in consultation with the Management Committee of the Division.

7 GOVERNANCE

7.1 Each Division of the Institution shall have a Management Committee. The Management Committee is responsible to the CIBSE Board for the conduct of the Division.

7.2 The Management Committee shall have a Chair and a vice Chair, who shall be Corporate members of the Division. In the case of CIBSE Patrons, the Chair and Vice Chair shall be individual members of the Institution. The Management Committee shall have at least three other members and shall include the Treasurer and the Chair of the Divisional Membership Committee. At least three other members of the Divisional Management Committee shall be corporate members of the Division. The CIBSE Board may appoint one non-voting member to the Management Committee of each Division.

7.3 Each Division having Corporate membership grades shall appoint a Membership Committee to consider applications for Corporate membership and for transfer between classes of membership, and to make recommendations to the Management Committee. It shall normally be chaired by a Member or Fellow of the Division.

7.4 The Management Committee may establish such sub-committees, task groups, panels or working groups as they consider appropriate to achieve the objectives of the Division. Divisions other than CIBSE Patrons shall appoint Corporate members of the Division to chair each sub-committee.

7.5 Chairs of task groups, panels and working parties shall at all times be members of the committees which initiate them. Members of task groups, panels and working parties shall be appointed by the committees to which they report, subject to ratification by the Management Committee, and need not be members of the Division.

7.6 Task groups may be set up by the Management Committee of the Division and its sub-committees to carry out specific projects and shall be wound up when their project is complete. A task group will normally be expected to complete its work within three years.

7.7 Panels may be set up by the Management Committee of the Division and its sub-committees to monitor and advise a committee on a particular aspect of its work. Their terms of reference and composition shall be reviewed by the Management Committee of the Division at least once every three years.

7.8 Working groups may be set up by the Management Committee of the Division and its sub-committees to carry out specific tasks. They shall be wound up when the task is complete.

7.9 Members of any Divisional committees or sub groups shall serve, or be appointed, for terms of office not exceeding three years. At the end of a term of office or appointment, they shall stand down, although they may stand for re-election or re-appointment at the discretion of the appointing or nominating committee. In the case of Divisional Officers, re-election should only

be considered in the absence of eligible candidates who have not previously served in the role in question. In cases of re-election the approval of the CIBSE Board should be obtained.

8 GENERAL MEETINGS OF DIVISIONS

8.1 Each Division shall hold a General Meeting to take place between 1 April and 30 June each year which shall be designated the Annual General Meeting. The meeting shall take place at such time and place as may be determined by the Management Committee of the Division and shall be described as the Annual General Meeting of the Division in notices calling it. Such Notices shall be published at least 21 days prior to the meeting.

8.2 All General Meetings of a Division other than the Annual General Meeting shall be called Extraordinary General Meetings.

8.3 The Management Committee of the Division may whenever it thinks fit convene an Extraordinary General Meeting. Extraordinary General Meetings shall also be convened on the requisition of twenty Corporate members of the Division, or Company members of CIBSE Patrons. The Notice calling the Extraordinary General Meeting shall state the nature of the business to be considered. Only matters included in the Notice shall be considered at the meeting.

8.4 Any requisition shall state the nature of the business to be considered at the meeting and shall list the names of the Corporate or Company members requisitioning the meeting. Requisitions and indications of support may be submitted to the secretariat electronically. All those named on the requisition shall confirm in writing to the Secretary that they support the requisition. Confirmation may be submitted electronically by submitting a copy of the requisition annotated to indicate support or accompanied by a digital statement of support.

8.5 On receipt of a valid requisition for a General Meeting of the Division the secretariat shall give Notice of such a meeting within twenty one days from the date of deposit of the requisition. The meeting so convened shall be held within three months of the date of receipt of the requisition.

8.6 The Chair of any General Meeting may invite any advisers of the Division to be present at the Meeting whose advice may, in the opinion of the Chair, be helpful in matters under consideration. Any Trustee of the Registered Charity and any member of the Secretariat nominated by the Trustees may attend the whole of any General Meeting of any Division. If the Chair considers that any particular business shall be confined to Corporate members of the Division they may request non-corporate members to withdraw, but not Trustees or the Secretariat. No member or other persons attending any General Meeting may publish any account of the transactions which take place at such meetings without the prior consent of either the Management Committee of the Division or of the CIBSE Board.

8.7 At least twenty-one clear days' Notice shall be given of every Extraordinary General Meeting. The notice shall specify the place, day and hour of meeting and the nature of the business to be considered at the meeting and shall be given to such persons as are, under these Rules, entitled to receive such notices.

8.8 The accidental omission to give Notice of a meeting to, or non-receipt of such notice by, any person entitled to receive notice shall not invalidate any resolution passed or any proceedings at any meeting.

8.9 No business shall be transacted at any general meeting unless a quorum is present. Save as herein otherwise provided, ten corporate members of the Division (or Company members of CIBSE Patrons) personally present shall be a quorum for an Annual General Meeting and

fifteen corporate members of the Division (or Company members of CIBSE Patrons) personally present shall constitute a quorum for an Extraordinary General Meeting.

8.10 If, within half an hour from the time appointed for the holding of a General Meeting convened by the Management Committee, a quorum is not present the meeting shall stand adjourned. It shall be reconvened on the same day in the next week, at the same time and place or at such other place as the Management Committee of the Division may determine. If, at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting it shall stand adjourned and await the decision of the Management Committee of the Division, who shall decide if the meeting should be re-convened, and, if so, when and where it will be re-convened, and provide at least seven clear days' notice.

8.11 If, within half an hour from the time appointed for the holding of a General Meeting convened on the requisition of members a quorum is not present, the meeting shall be dissolved.

8.12 The Divisional Chair shall preside as Chair at every General Meeting, or the Vice Chair in their absence, but if neither is present within fifteen minutes after the time appointed for holding the meeting and willing to preside, the members present shall choose some corporate member of the Management Committee of the Division who shall be present to preside.

8.13 The meeting chair may, with the consent of any General Meeting at which a quorum is present (and shall if so directed by the Meeting) adjourn a General Meeting from time to time, and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business which might have been transacted at the General Meeting from which the adjournment took place. Whenever a General Meeting is adjourned for thirty days or more, notice of reconvening of the adjourned Meeting shall be given in the same manner as for the original meeting.

8.14 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands. The Chair of the meeting or at least ten corporate members (or Company members of CIBSE Patrons) present may call for a poll, either before the show of hands or upon the declaration of the result of the show of hands. Unless a poll is called for, a declaration by the Chair of the meeting 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 the Division shall be conclusive evidence of the fact without proof of the number of the votes recorded. The demand for a poll may be withdrawn at any point.

8.15 No poll shall be demanded on the election of a Chair of a Meeting or on a question of adjournment.

8.16 If a poll is demanded as described in Rule 8.14 then it shall be taken at such time and place as the Chair of the Meeting shall in their absolute discretion direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

8.17 If a poll is demanded as described in Rule 8.14 then it shall be taken either by a ballot of the Corporate members of the Division (or Company members of CIBSE Patrons) present at the Meeting or by a postal or electronic ballot of all the Corporate members of the Division (or Company members of CIBSE Patrons) entitled to vote. If a poll is taken at the meeting the Chair shall appoint two scrutineers to assist the Chair in counting the votes. The count agreed by the Chair and scrutineers shall be conclusive.

8.18 In the case of equality of votes, whether on a show of hands or on a poll, the Chair of the Meeting shall be entitled to a second or casting vote.

8.19 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 has been demanded.

8.20 Every Corporate member of the Division (or Company member of CIBSE Patrons) shall have one vote whether on a show of hands or on a poll, and all votes shall be given personally. Non-corporate members shall not be entitled to vote.

8.21 If a poll is taken outside the meeting it shall be conducted under the rules and procedures for member ballots set out from time to time by the CIBSE Board.

9 ELECTIONS

9.1 At least three months before the Annual General Meeting of the Division the Management Committee shall notify all members entitled to vote of the list of members of the Division nominated by the Management Committee for forthcoming vacancies on the Management Committee due to occur at the Annual General Meeting.

9.2 All members entitled to vote may submit additional nominations for the vacancies due to occur on the Management Committee. Additional nominations shall be delivered in writing to the secretariat within forty two days of the publication of the list of the Management Committee's nominations. Additional nominations shall be delivered together with the express consent of each person additionally nominated to accept office if elected. Only duly qualified persons who have been nominated by no fewer than two members of the Division entitled to vote shall be added to the lists and the names of those making the nominations shall follow the name of the candidate on the ballot paper.

9.3 In the event of the number of candidates being equal to or less than the number of vacancies a ballot shall not be held and the nominated candidates shall be declared elected at the Annual General Meeting of the Division. Any remaining vacancies may be filled by the Management Committee by co-option. Any such co-opted member shall retire at the next Annual General Meeting of the Division and be eligible for re-election.

9.4 Any vacancies arising during the year may be filled by the Management Committee by co-option. Any such co-opted member shall retire at the next Annual General Meeting of the Division and be eligible for re-election.

9.5 If a ballot is necessary it shall be conducted by the secretariat under the rules and procedures for member ballots set out from time to time by the CIBSE Board. It may be conducted digitally.

10 MINUTES OF COMMITTEES

10.1 The Management Committee of the Division and any sub-committees, task groups, panels or working groups shall keep minutes of their proceedings, and a signed copy shall be retained permanently by the secretariat to indicate that they have been approved by the committee as a true record of the meeting.

10.2 Sub-committees, task groups, panels and working groups shall submit regular written reports to their parent committees.

11 AMENDMENTS TO THE RULES

11.1 The CIBSE Board may, in their sole discretion, revoke, amend or add to any of these Rules consistent with the Royal Charter, By-Laws and Regulations of CIBSE. The CIBSE Board shall consult the Management Committees of the Divisions on any changes to these Rules.