

RULES

Under the Memorandum and Articles of Association, and without prejudice to the provisions thereof, the following rules have been drawn to regulate conditions of membership, and other matters commonly subject to Institute Rules.

1. CONDITIONS OF MEMBERSHIP ADMISSION

1.1 Any person desiring to be admitted to the Institute shall apply in writing to the Council, and shall give such particulars as the Council may prescribe.

1.2 The Council may grant, refuse or postpone the consideration of an application for admission without being bound to give any reason. The decision of the Council in respect of such application shall not be open to challenge by any person on any ground.

1.3 The Institute shall comprise Affiliate members, and any other grades of members as may, from time to time, be introduced. For rules in respect of Full Member grading see document entitled: "Rules for Grading".

1.4 The entry requirement of an "Affiliate" is that he / she shall be a person who, in the opinion of the Council, merits admission to membership, by virtue of an interest in accident investigation.

2.0 EXPULSION

2.1 If any member shall refuse or wilfully neglect to comply with any of these rules, or with the Memorandum and Articles of Association, or shall have been guilty of such conduct as in the opinion of the Council shall have rendered him/her unfit to remain a member of the Institute, such member may be expelled from membership provided that he/she shall be given written notice of the intended resolution for expulsion, and shall have been afforded the opportunity of giving orally to a committee of the Council or in writing to the Council any explanation or defence he/she may think fit.

2.2 The name and address of a member expelled shall be published in such a manner as the Council think fit.

2.3 The member shall return to the Secretary any certificate or membership card previously issued to him/her.

3.0 FEES AND SUBSCRIPTIONS

3.1 Every prospective member shall upon application for membership pay a registration fee, and thereafter, if admitted, shall pay an annual subscription. The said fees and subscription may from time to time be altered by a resolution of the Council.

3.2 A registration fee paid by an applicant who is not admitted shall not be returned to him/her. When, after payment of a registration fee, the applicant fails to take up membership within the following twelve months, the registration fee will be deemed to have lapsed

3.3 All annual subscriptions shall be payable in advance on the 1st January each year. Any member whose annual subscription is 28 days in arrears shall, upon expiry of such period, cease to be a member.

3.4 The first annual subscription of a person admitted after 1st January shall be deemed to have become due on the 1st January preceding his/her admission. The Council at its discretion may reduce to such extent as it thinks fit, or remit any annual subscription or arrears thereof.

3.5 The Council may determine what, if any, fees or payments are to be charged for books, papers, courses of instruction, examination, tests, facilities and other matters, and things supplied to members, or non-members, and for which it considers a fee or payment in addition to the annual subscription may properly be charged, and in respect of such fees or payments may distinguish between various grades of membership.

4.0 OFFICERS OF THE INSTITUTE

4.1 The officers shall consist of a Chairman, General Secretary, and Treasurer who shall be members of the Institute and shall be appointed by Council. The Chairman shall hold office for a maximum period of three years. The General Secretary and the Treasurer shall hold office for a maximum period of three years. The officers shall be ex-officio members of the Council and entitled to attend and vote at all meetings. The General Secretary and Treasurer may be re-appointed at the expiry of each three-year period.

4.2 No person shall hold the post of Chairman for two consecutive terms.

4.3 The Council may at any time appoint a member of the Institute as Chairman Designate who shall be an ex-officio

member of the Council entitled to attend and vote at meetings. Such Chairman Designate shall become Chairman of the Institute at the conclusion of the current Chairman's period of office.

4.4 The Council may appoint such other officers as thought necessary on such terms as may be decided. That person shall be a member of the Council only if appointed to be an ex-officio member. Ex-officio members of the Council shall not exceed six in number.

4.5 The Council may appoint a member as Editor of the Institute Journal, such appointment to be for a period of three years. The Editor may be re-appointed at the expiry of each three-year period. The Editor shall be an ex-officio member of Council, entitled to attend and vote at meetings unless otherwise disqualified under Rule 35e of the Memorandum and Articles of Association.

5.0 NOMINATIONS AND ELECTIONS

5.1 Any member may, with his/her consent, be nominated by at least two other members as a candidate for election to the Council. No member may nominate more candidates than there are vacancies.

5.2 Nominations shall be in writing, in a manner and in a form prescribed by the Council, signed by the nominators and shall contain a consent signed by each person nominated to stand for election.

5.3 If the number of candidates does not exceed the number of vacancies, all the eligible candidates shall be deemed to have been elected. In every other case a voting paper containing a list of vacancies shall be delivered to every person entitled to vote. No voting paper shall be valid if the number of candidates voted for exceeds the number of vacancies to be filled, or if it is returned to the Institute secretary after the prescribed date.

5.4 The election should be completed by, and the result announced at, the next Annual General Meeting. Failure to complete an election at such meeting shall not invalidate the election and completion should be achieved as soon as is reasonably possible.

6.0 JOURNAL

6.1 The Institute shall publish a Journal. The Journal shall be edited by the Editor who shall be assisted by a panel of Associate Editors.

6.2 Each member of the Institute shall be entitled to receive one copy of the current journal. The Council reserve the right to make a charge for the supply of the Journal to persons or bodies who are not members of the Institute.

7.0 FINANCE

7.1 Cheques drawn on the Institute bankers shall up to an amount to be fixed by the Council be signed by any Officer of Council.

7.2 Cheques for amounts in excess of such amount to be fixed shall be signed by the Treasurer or General Secretary and by one other member of Council.

8.0 CODE OF PROFESSIONAL CONDUCT

8.1 All members shall by their conduct uphold the reputation of the profession by applying the specialist discipline of road traffic accident investigation as a technical and scientific skill.

8.2 They shall conduct their professional affairs honourably, taking account of their responsibilities towards society generally, enrich their knowledge and support their fellow professionals.

8.3 They shall assist the promotion of fair and honest practices and the suppression of malpractice generally in these respects. Honesty and integrity are paramount requirements for any member of the Institute.

8.4 They shall draw to the attention of the Council in writing any instance of professional misconduct or gross professional negligence which is within their first hand knowledge, by any person purporting at the time of such misconduct or negligence to be a traffic accident investigator. Such written notice shall be witnessed by the complainant's signature and accompanied by his membership number.

8.5 A member shall be permitted to advertise his services but such advertising shall be in good taste and not of such character as may reasonably be regarded to bring the profession into disrepute. Touting is strictly prohibited.

8.6 Affiliate members shall not be entitled to use after their names initial letters signifying membership of the Institute. Nor shall they use their membership as qualification for giving evidence in court or otherwise giving expert opinion. Neither shall they use it in advertising material, on personal visiting cards, letter headings or the like.

8.7 No part of the Institute's full achievement, badge or seal shall be used on any documentation or artefact, unless issued or authorised by the Council of Management.

8.8 Full Members shall, when required by the Grades Assessment Team or by a Professional Standards Panel, produce evidence of at least 18 hours of Continuing Professional Development (CPD) obtained during the membership year preceding the year in which the request is made.

8.9 No member, whether an Affiliate or Full Member, should offer or accept payment contingent upon the nature of the expert evidence given in legal proceedings, or upon the outcome of the case.

8.10 At the discretion of Council, members in breach of the Code of Professional Conduct may, amongst other sanctions, have their grade of membership reviewed and varied, be required to resign their membership or be expelled from the Institute (in accordance with the aforementioned section headed "Expulsion"). Applicants for membership who are already in breach of the Code may be refused admission.

Robert J Seston

General Secretary

June 2009

INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS



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June 2009

Registered in England as a Company : N0 2753420

Registered Charity : No 1014784

Registered Office : Column House, London Road, Shrewsbury SY2 6NN