



THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

RULES

1. Introduction

- 1.1. Under the Memorandum and Articles of Association, and without prejudice to the provisions thereof, the following rules (the Rules) have been drawn to regulate conditions of membership of The Institute of Traffic Accident Investigators (ITAI.)

2. Membership

- 2.1. Any person desiring to be admitted to the Institute shall apply in writing to the Council of Management and shall give such particulars as the Council may prescribe.
- 2.2. Such particulars shall be retained securely by the Institute in order to communicate with the member; understand membership durations; and reasons for membership cessations. The data will not be sold to any other party.
- 2.3. The Council of Management may grant, delay or refuse an application for admission. In cases where membership is refused, the reason for refusal shall be communicated to the applicant by the General Secretary, and the applicant will be given opportunity to seek leave to appeal if he or she has a reason.

3. Conduct

- 3.1. Affiliate members shall not use their affiliate membership as a qualification for any purpose. They shall not be entitled to use after their names, initial letters signifying membership of the Institute. Affiliate members may, however, refer to their affiliation, providing it is made clear that it is not a qualification but, when combined with Continuing Professional Development, is a means of communicating that they are keeping abreast of current knowledge.
- 3.2. Members of all grades are required to undertake Continuing Professional Development (CPD) and to keep records thereof. (Full) Members and Associate Members are required to undertake a minimum of 25 hours CPD per annum. ITAI will acknowledge the achievement of 25 hours CPD submitted by all grades.
- 3.3. (Full) Members and Associate Members are, when required by the Grades Assessment Team or by a Discipline Committee, to produce their CPD records for either or both the two calendar years that precede the year in which the request is made.
- 3.4. All members shall notify ITAI if convicted of a recordable criminal offence or upon becoming bankrupt or disqualified as a Company Director.
- 3.5. 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.

4. Discipline

- 4.1. The Code of Professional Practice and Conduct published by The Institute of Traffic Accident Investigators is a key element of the contract of membership between the member and the Institute. Whilst the Code applies to all practitioners, there is a higher degree of expectation to those who have accepted the additional obligations of registration and/or membership of this or any other professional body operating for the public benefit.

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 4.2. All members of ITAI are required to comply with the Rules contained in this document together with the Code of Professional Practice and Conduct; but if any elements of the Rules or Code conflict with local laws, members are required to comply with the Rules and Code to the maximum extent possible without breaching such laws.
- 4.3. All members are required to inform the General Secretary of any breach of the Rules or Professional Code of Practice and Conduct that is within their first-hand knowledge. Such reports shall be made in accordance with the Discipline Code as published by the Institute.
- 4.4. Each report shall be investigated by a Disciplinary Committee instituted by the Council of Management. All members, whether Complainants, Subjects of complaint or material witnesses are required to co-operate with such an investigation if called upon by a Disciplinary Committee to so do.
- 4.5. If a complaint is accepted, the Disciplinary Committee shall decide upon and recommend an appropriate outcome having heard any mitigation.
- 4.6. Any member expelled from the Institute under this procedure shall return to the General Secretary any certificate or membership card previously issued to him or her.

5. Fees and Subscriptions

- 5.1. 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 of Management.
- 5.2. A registration fee paid by an applicant who is not admitted shall not be returned to him or 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.

THE INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

- 5.3. All annual subscriptions shall be payable in advance on 1st January each year. Any member whose annual subscription is 90 days in arrears shall, upon expiry of such period, cease to be a member.
- 5.4. The first annual subscription of a person admitted after 1st January shall be deemed to have become due on the 1st January preceding his or her admission. The Council, at its discretion, may reduce to such extent as it thinks fit or remit any annual subscription or arrears thereof.
- 5.5. 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.

Robert J Seston

General Secretary

June 2019