



INSTITUTE OF TRAFFIC ACCIDENT INVESTIGATORS

RULES

April 2018

Registered in England as a Company: N0 2753420
Registered Charity: No 1014784
Registered Office: Column House, London Road, Shrewsbury SY2 6NN

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 of The Institute of Traffic Accident Investigators.

1. CONDITIONS OF MEMBERSHIP ADMISSION

- 1.1. 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.
- 1.2. Such particulars will be retained securely by the Institute in order to communicate with the member; have an understanding of membership durations; and reasons for membership cessations. The data will not be sold to any other party.
- 1.3. The Council of Management 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.
- 1.4. 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 and Associate Member grading, see the document entitled: "Rules for Grading".
- 1.5. 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. 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 Any expelled member shall return to the Secretary any certificate or membership card previously issued to him/her.

3. 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 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.

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. 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 Officers shall hold office for a maximum period of three years.

4.2. 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.

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

4.4. 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.

4.5. 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.

4.6. 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 Article 3.3 of the Memorandum and Articles of Association.

5. 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. The existing Council members appoint those elected to the Council, with their positions commencing from the 1st of June each year.

6. JOURNAL

6.1 The Institute shall publish a Journal. The Journal shall be edited by the Editor who can 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 of Management 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. CODE OF PROFESSIONAL PRACTICE AND CONDUCT

7.1 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 Institution. 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.

7.2 Members are required to comply with the Code of Professional Conduct; but if any elements of the Code of Professional Practice and Conduct conflict with local laws, the member should be required to comply with the Code of Professional Practice and Conduct to the maximum extent possible without breaching such laws.

7.3 All members shall, by their conduct, uphold the reputation of the profession in general and this Institute in particular.

7.4 All members shall draw to the attention of the Institute's Council of Management in writing, any instance of professional misconduct, gross professional negligence or breach of the Professional Code of Practice and Conduct 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 or her membership number.

7.5 Such alleged transgressions or other unacceptable conduct will render a member liable to investigation under the Discipline Code as published by the Institute.

7.6 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. However, Affiliate members may refer to their affiliation to the Institute within any CV, providing it is made clear that their affiliation is not a qualification.

7.7 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.

7.8 (Full) Members and Associate Members shall, when required by the Grades Assessment Team or by a Professional Standards Panel, produce evidence of at least 25 hours of Continuing Professional Development (CPD) obtained during the membership year preceding the year in which the request is made.

7.9 No member, whether an Affiliate, Associate Member 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.

7.10 All members shall notify the Institution if convicted of a recordable criminal offence or upon becoming bankrupt or disqualified as a Company Director.

7.11 At the discretion of Council, members in breach of these rules 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

April 2018