

APPROVED: 21st MARCH 2012

ECAN CONSTITUTION

Constitution

1.0 SOLE PRACTITIONERS

- 1.1 Chartered Architect who is the sole principal within the practice.

2.0 THE GROUP

- 2.1 The Group name is the 'Edinburgh Chartered Architects Network' (including South-East of Scotland), or ECAN.
- 2.2 The Group comprises Chartered Architects, registered with the Architects Registration Board for the United Kingdom and, also, members of the Royal Incorporation of Architects in Scotland, working within the Chapter of the Edinburgh Architectural Association.
- 2.3 The Group aims to enhance the ability of Members to improve the service to clients through the interchange of ideas and by the debate of practice matters and by continued professional education and development.
- 2.4 Similar like-minded Groups within Scotland may become an Affiliated Group to ECAN, defined under section "3.0 Membership".
- 2.5 Notwithstanding 2.2 above, the Group may invite any deserving non registered individual into the Group only as an "Honorary" member, as defined under section "3.0 Membership".

3.0 MEMBERSHIP

3.1 ORDINARY MEMBERS

Ordinary Members are Sole Practitioner Architects, fully qualified and practising under the Royal Incorporation of Architects in Scotland Charter working within the Chapter of the Edinburgh Architectural Association. The Ordinary Membership subscriptions to be agreed by the majority of Ordinary Members annually. The subscriptions to be paid to the Group Treasurer who acts as an administrator for the Group.

- 3.2 Ordinary Members must provide "next of kin" or "buddy" details at each annual renewal to facilitate Group policy.

3.3 ASSOCIATE MEMBERS

Ordinary Members shall be eligible for election to become an Associate Member upon retirement from practice or upon ceasing to be either Chartered or Registered Architects with the provisos :-

1. Associate Member status shall be conveyed with the agreement of the majority of Ordinary Members present at an ordinary business meeting.
2. Associate Members shall not be eligible to vote.
3. Associate Members will not be eligible to hold office.
4. The annual subscription for an Associate Member shall be 50% of the Ordinary membership subscription.
5. Associate Members will be deemed to be furthering the exchange of ideas, information, practice knowledge and assisting in sub-groups when appropriate.

3.4 AFFILIATED GROUP MEMBER

The Affiliated Group must have a recognised Group name and be comprised of Chartered Architects who are sole practitioners or are sole principals within their practice, are registered with the Architects Registration Board for the United Kingdom and, also, members of the Royal Incorporation of Architects in Scotland, working within their Groups Local Chapter Area of the Royal Incorporation of Architects in Scotland and with the provisos :-

- 1 Affiliated Group Member status shall be conveyed with the agreement of the majority of Ordinary Members present at an ordinary business meeting.
- 2 An Affiliated Group or its Members shall not be eligible to vote.
- 3 An Affiliated Group or its Members will not be eligible to hold office.
- 4 The annual subscription for an Affiliated Group shall be as set and agreed by the Ordinary Members at an ordinary meeting.
- 5 An Affiliated Group and its Members will be deemed to be furthering the exchange of ideas, information, practice knowledge and assisting in sub-groups when appropriate.
- 6 An Affiliated Group and its Members must adopt the ECAN reciprocal arrangement policy, including supplying “next of kin” or “buddy” details to ECAN at each annual renewal to facilitate ECAN policy.

3.5 AFFILIATED MEMBER

The Affiliated Member is a sole practitioner or a sole principal within their practice, fully qualified and practising under the Royal Incorporation of Architects in Scotland Charter, is registered with the Architects Registration Board for the United Kingdom, is working within a Local Chapter Area of the Royal Incorporation of Architects in Scotland where no recognised Single Practitioner Group exists and, with the provisos :-

- 1 Affiliated Member status shall be conveyed with the agreement of the majority of Ordinary Members present at an ordinary business meeting.
- 2 An Affiliated Member shall not be eligible to vote.
- 3 An Affiliated Member will not be eligible to hold office.
- 4 The annual subscription for an Affiliated Member shall be as set and agreed by the Ordinary Members at an ordinary meeting.
- 5 An Affiliated Member will be deemed to be furthering the exchange of ideas, information, practice knowledge and assisting in sub-groups when appropriate.
- 6 An Affiliated Member must adopt the ECAN reciprocal arrangement policy, including supplying “next of kin” or “buddy” details to ECAN at each annual renewal to facilitate ECAN policy.

3.6 HONORARY MEMBER

The Group may grant the status of Honorary Membership in specific circumstances largely intended to reward a person who will provide a role in furthering the Groups defined aims, or will serve the Group in an official or semi-official capacity and, with the provisos :-

- 1 An Ordinary member must nominate a person for consideration and that member must put forward a case to justify their nomination.
- 2 Honorary Member status shall be conveyed with the agreement of the majority of Ordinary Members present at an AGM.
- 3 An honorary Member will be eligible to hold office.
- 4 An Honorary Member shall only be eligible to vote if they hold an Honorary position defined in section “6.0 Honorary Officials”.
- 5 An Honorary Member shall not pay any annual subscription.
- 6 An Honorary Member will be deemed to be furthering the exchange of ideas, information, practice knowledge and assisting in sub-groups when appropriate, or as an Honorary Official.
- 7 An Honorary Member shall retain this class of membership on an annual basis, or for as long as they hold office, or for any length of time the Group may stipulate.

4.0 MEETINGS

- 4.1 Meetings to be held at dates as agreed by the majority of Ordinary Members. The agenda in general terms to conform with the aims of the Group, as set out above.

5.0 POLICY STATEMENT

- 5.1 The Group will progress by the goodwill and effort of those attending meetings and by those who undertake special roles within the Group to further its aims. Any representation or actions on behalf of ECAN must only be by the agreement of the Ordinary Membership.

6.0 HONORARY OFFICIALS

- 6.1 The Group will appoint, as and when required, such Officers as are deemed necessary from time to time as business demands, but for the sake of order, a rotating Chair changing after every sixth meeting will be the norm. In the absence of the Chair, the previous Chair will assume the role for the meeting etc. Treasurer and/or Secretary to be appointed initially for nine meetings and thereafter to rotate after every six meetings.

7.0 ACCOUNTS

- 7.1 Annual accounts to be presented at the AGM for adoption.
7.2 Auditor is to be appointed by the Group if audited accounts are deemed to be required.

8.0 ALTERATIONS TO THE CONSTITUTION

- 8.1 The terms of the Constitution and the aim and practice of the Group will only be altered by two thirds majority of those Ordinary Members entitled to vote at the AGM or Special General Meetings.
8.2 Ordinary Members entitled to vote are those who have paid their subscriptions in full prior to the AGM.

9.0 AGM

- 9.1 Annual report to be prepared for adoption at the AGM.

10.0 REGISTERED OFFICE FOR THE GROUP

- 10.1 The Royal Incorporation of Architects in Scotland, 15 Rutland Square, Edinburgh EH1 2BE

CHAIRMAN: ANDREW LESLIE
Andrew Leslie

SECRETARY: Prue McLaughlin
Prue McLaughlin

21st March, 2012