

1. TITLE

- A. The Institute shall be known as the St. Kitts and Nevis Institute of Architects.

2. PROVINCE

- A. The area covered by the Institute shall be the Territory of St. Kitts and Nevis.

3. BUSINESS MEETING

- A. Meetings wherein motions are proposed, voted upon and decided, and wherein the procedure is recorded in minutes, shall be known as "Business Meetings". Business Meetings shall be held on the Final Thursday of every other month i.e. six 6 Business Meetings per year at a time and place decided upon by the Executive and notified by the Secretary in writing to all members at least seven (7) days before the date of the meeting.

4. ANNUAL GENERAL MEETING

- A. The Annual General Meeting shall be held on or before the last Thursday in May each year, at a time and place notified by the Secretary writing, to all members, at least seven (7) days before the above date.

- B. This Annual General meeting shall include the presentation of Annual Reports on all activities, the Annual Statement of Accounts, and the appointment of Officers.

5. OBJECTS

- A. The objects of the Institute shall be:

1. To organize and write in fellowship the members of the architectural profession of St. Kitts and Nevis
2. to advance the Art and Profession of Architecture
3. To consider and safeguard matters of Professional Practice
4. To promote and afford facilities for the study of Architecture
5. To coordinate the building industry and the profession of the Architecture to ensure the advancement of the living standards of people through improved environment
6. To serve as a medium of friendly communication between the members and others interested in the progress of Architecture.

6. MEMBERSHIP, ADMISSION, RESIGNATION AND RE-ADMISSION

- A. Application for membership shall be by letter setting out sufficient particulars for the Executive Committee to decide for which class of membership, if any the applicant is eligible.

- C. 6.1 Architects who are in all other respects capable of admission to the Institute must in order to obtain the S.K.N.I.A satisfy the formal requirements to practice in St. Kitts and Nevis by holding a Professional Architectural Degree (Designation; Architect) or a Pre- Professional Architectural Degree (Designation; Associate Architect) from a recognized Institution.

6.2 These are the following classes of membership:

- A. **"Full Members"** who shall be holding a degree approved by the S.K.N.I.A. This class of Membership shall be open to citizens and permanent residents of St. Kitts and Nevis. Only Full Members may vote or hold office.

B. **"Visiting Members"** who shall be holding a degree or diploma from a recognized school approved by the S.K.N.I.A. This class of Membership shall be open to persons who are in possession of a valid work permit issued by the Ministry of National Security.

C. **"Student Members"** who shall be currently attending a full-time course at a recognized school approved by the S.K.N.I.A. This class of Membership shall be open to citizens and permanent residents.

D. **"Honorary Members"** shall be awarded to distinguished non-practicing architects and to distinguished persons who may be in the field of Art or Science.

E. **Retired Members** – Members who wish to retire should have the option to remain members but will subscribe 50% of dues for Full Membership.

F. **Graduate Members** – Architects who hold a degree recognized by the S.K.N.I.A and are in the process of becoming Full Members.

G. **Overseas Members** – Architects who are Nationals of St. Kitts and Nevis or non-nationals who held Full Membership but now reside overseas can qualify by application to the Executive. These Members must hold a degree approved by the S.K.N.I.A.

6.3 Admission of new Members shall be announced at the next Business Meeting.

A. A Member may resign by giving written notice, such notice to take effect from the date of Business Meeting following receipt of such notice.

B. A previous Member seeking re-admission will be required to apply in the usual way.

7. SUBSCRIPTIONS

7.1 Members

- A. Full Member \$150.00 per calendar year
- B. Visiting Member \$100.00
- C. Student Member Free
- D. Overseas Member \$100.00
- E. Retired Member \$50.00
- F. Graduate Member \$50.00

1. Annual subscriptions are due on or before January 1st of the subscribing year and members will be sent an invoice by regular mail. If payment of subscriptions from any members are not received by February 1st of the subscribing year, each defaulting member will be sent ONE final reminder notice by registered mail.
2. Members will cease to have voting powers or privileges if their subscriptions remain unpaid after April 1st of the subscribing year and will only be re-instated after payment of an administrative fee of \$100, together with all outstanding subscriptions owed.
3. A Register of Members of the Institute will be published in the national press on or before the date of the AGM each year. This register will state the names and professional address of all Members who have paid subscriptions for the subscribing year and are entitled to use the initials S.K.N.I.A. on their letterheads, drawings and other official documentation.
4. The owing, by a Member, of any other debts to the Institute, besides subscriptions, shall not be grounds for the application of these rules if all subscriptions are duly paid up by the prescribed dates.

7.2 Defaulting Members

- A. A member who remains in default for a continuous period of two years from the April 1st of the year of commencement of the default will have to apply for re-admission as a new member, under the provisions of Clause 6 and pay the required admission fee in force at the time of application.

7.3 Member Firms (Practice)

- A. Membership levy shall be charged to each member firm (practice).
- B. That a Member firm (practice) shall pay \$100.00 per year for each full member practicing with the firm (practice).

8. OFFICERS

8.1 The Officers of the Institute shall be:

- A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Three (3) Executive Officers.
 - F. These Officers shall form the Executive Committee with the President as Chairman.
 - G. Any Full Member may submit nominations for these posts.
1. Nominations are to reach the Secretary not later than seven (7) days before the Annual General Meeting. Such nominations to state specifically the office for which the member is nominated.
 2. Nominations for all offices for which there are more than one (1) candidate shall be printed on voting forms and distributed to all voting Members.
 3. In the event of a nominated Full Member proposing to be absent from the Territory for more than three (3) consecutive months during the proposed term of office, he must notify the Meeting, and his nomination shall be deemed null and void.
 4. The Office of President shall not be held for more than Four (4) consecutive years.
 5. The Office of the Secretary shall not be held for more than four (4) consecutive years.
 6. Voting at the Annual General Meeting shall be by secret ballot; each Full Member shall have one (1) vote for each office.
 7. Observers shall be appointed by the President for checking nominations and counting the votes.
 8. Vacancies arising in these offices during their tenure shall be filled by nominations and Ballot at a convenient Business Meeting.
 9. The outgoing President will be an automatic Executive Officer for one (1) year only.
 10. The office of Treasurer shall not be held for more than three (3) consecutive years.

8.2 Powers of the Executive

- A. The affairs and Business of the Institute shall be managed and controlled by the Executive which shall be responsible to the General Membership.
- B. The Executive shall have the following powers and jurisdiction:-
 1. Power to be and act as the accredited representatives of the Institute.
 2. Power to preserve and carry out the aims and objectives of the Institute in such manner as it may determine.
 3. Power concerning:-
 - a. The promoting and fostering of proper architectural practice.
 - b. Recommendations with regards to proper architectural education.
 4. Jurisdiction in such other matters as may be assigned to it by any or all Members of the Institute.

5. Jurisdiction to act in an advisory capacity in such matters as may be referred to it by any Member.
6. Power of review in and/or settlement of any matter referred to it by any Member for such purpose.
7. Power to appoint special or standing Sub-Committees from Members of the Institute to inquire into and report on any matters that may be assigned to it.
8. Powers from time to time to propose the alteration or repeal of rules for the purpose of regulating the proceedings at the meetings and effectively carrying out the aims and objects of the institute.
9. Power to decide the mode in which effect is to be given to these rules or to any question of construction of fact arising out of these rules.
10. Power to determine any matter or question about which of these rules are silent.
11. Power to manage the funds of the Institute including the power to pay any expenses which on behalf of the Institute may be reasonably incurred in carrying out the aims and objects of the Institute.
12. To enter into contracts on behalf of the Institute.
13. To expend the funds of the Institute in such manner as it shall consider most beneficial for the purposes of the Institute and to invest in the name of the Institute such part thereof as it may see fit, and to direct the sales or transportation of such investments and to expend the proceeds of any such sale for the purpose of the Institute.
14. To delegate powers to any Sub-Committee for the effective performance of the duties of the said Sub-Committee.
15. And generally to do all things necessary or expedient for the due conduct of the affairs of the Institute herein otherwise provided for.
16. The Executive Committee shall have all the powers as hereinbefore described provided that where the Executive does any act or transaction not previously sanctioned by the General Membership such act must be ratified by the Membership at the next Business Meetings.

9. SUB-COMMITTEES

A. Standing Sub-Committees

1. At the Business Meeting immediately following the Annual General Meeting, the Executive Committee shall announce its Officers to serve for each Standing Sub-Committee.
2. The Chairman of each sub-committee should appoint his members and these will be approved by the Executive.

B. Special Sub Committees

1. At any Business Meeting the Executive Committee shall announce its officers to serve on a Special Sub-Committee.
2. The Chairman of each Sub-Committee should appoint his members and these shall be subjected to approval by the Executive.
3. Standing Sub-Committees and Special Sub-Committees shall be under the direction of the Executive Committee.
4. The President or Vice-President may exercise the right to be voting Members of all Standing and Special Sub-Committees to which they are not appointed or elected.

10. QUORUM

- A. At an Annual General Meeting one-third (1/3) of the Full Members shall constitute a quorum.
- B. At a Business Meeting, ten (10) Full Members shall constitute a quorum.
- C. At any Standard or Special Sub-Committee, one-thirds (1/3) shall constitute a quorum.
- D. At any Executive Committee Meeting, four (4) Members shall constitute a quorum.

11. PROPERTY AND FUNDS

A. An inventory of the Institute's Property shall be kept and checked annually by a Sub-Committee of two (2) Members of the Institute who shall subsequently report to the Executive Committee

B. An account in the name of the St. Kitts and Nevis Institute of Architects shall be maintained at a Bank approved by the Members. Cheques drawable upon this account shall bear the signatures of the Treasurer and either the President or Vice President.

12. PROFESSIONAL CONDUCT

A. The Code of Professional Conduct of the Institute shall be "Code of Professional Conduct for S.K.N.I.A. Architects" 2005.

1. Guidelines for Members of the S.K.N.I.A who Serve On State Boards, Commissions and Authorities.

a. This guideline does not go as far as to state that members of a Board should not accept work or commission from that Board. It does attempt however to alert members of the dangers of so doing. In the final analysis the Institute accepts that circumstances could exist whereby the member of the Board may have been fairly selected and could be the professional best suited to do the job of work, also that a pre-condition of non-acceptance of work may deter some members from fulfilling their public duty.

b. Act fairly and dispassionately on all matters pertaining to your professional expertise and on which your advice is sought.

c. Should a commission be in the offering, ensure that the procedure for selection is fair and equitable with a view to having the professional best suited to handle the project.

d. Do not attempt to influence the Board or its members that you or your firm is best suited to do the project.

e. In the event that you find that you or your firm are being discussed, should you have an interest in the project, you should immediately declare your interest and cease to partake in any discussion on the subject until a decision is made by the Board.

f. Should you be offered and you accept a commission from the Board, the following additional factors should be considered.

g. Identify client person or group – try not to be in a position where you are your own client and therefore pronouncing on your own work.

h. Given all the precautions, should there be a dispute in the settlement of your fees you may have difficulty resorting to the normal channels for delinquent payments i.e. through legal action and even though the matter may be referred to the Institute of Architects, it too might be constrained to act on your behalf.

2. Code of Ethics for Professionals who sit on State Boards Act 37 of 1972 and this shall apply to those who sit on the Boards of Public Companies.

a. A Member of the Authority who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the Authority or in any other matter whatsoever in which the Authority is concerned, shall declare the nature of his interest at the first meeting of the Authority at which he is present after the relevant facts have come to his knowledge.

b. A Member shall not take part in any deliberation or decision of the Authority with respect to any transaction with the Authority or any other matter with which the Authority is concerned in which he has whether directly or indirectly any interest.

c. For the purpose of this Act, a member of the Authority shall be deemed to have an interest in a transaction if he is a Member of a Company or is in the employment of or employed by a person or a Company or is married to a person who transacts or proposes to transact or undertake to execute or carry out any works or services which is the subject of consideration by the Authority.

- d. A Member who fails to comply with the provisions of this action is guilty of an offense and is liable on summary conviction to a fine of One Thousand dollars (\$1,000) unless he proves that he did not know that a contract, proposed contract or other matters in which he had a pecuniary interest was the subject of consideration at the meeting.
- e. A disclosure under Sub-section (l) shall be recorded in the minutes of the Authority.

13. AUDIT

- A. A Firm of Auditors should be approved by the Executive to audit the Accounts of the Institute.
- B. A copy of the Auditors Statement should be sent to all Members at least one week before the Annual General Meeting.

14. ALTERATION TO RULES

- A. Any intended alterations to these rules shall be proposed and seconded at a Business Meeting, and the motion shall be circulated by the Secretary to all members, at least one (1) week before the next Business Meeting and the motion will be deemed carried only if a two-third (2/3) majority of the Members present vote in favor.

15. MEMBER FIRMS

- A. "Member Firms who shall be principally engaged in the Practice of Architecture and whose principals, being Full Members of the S.K.N.I.A. have controlling majority interest in the Firm"