

# MEMBERSHIP REGULATIONS 2017

## **APPLICATION OF THESE REGULATIONS**

- 1.1 These Regulations are made under Bye-Laws 14-30 and shall apply to all applications for membership of the Institute and any termination of Membership by the Institute, save for those covered by regulation 18 of the Disciplinary Regulations 2015 which are delegated by the Board of Trustees to the Professional Conduct Committee under Bye-Law 34(c).
- 1.2 These Regulations apply to applications to membership both individual and Company membership, transfer between classes of membership and applications for re-admission to membership following an earlier resignation or termination, and references to “applications for membership” shall be read accordingly.
- 1.3 These Regulations shall take effect from the date of adoption (approval), as indicated in the title (heading), and may only be amended, revised or rescinded by approval of the Board of Trustees.

## **CATEGORIES OF MEMBERSHIP**

- 2.1 In accordance with Bye-Law 3 there shall be 2 categories of member, non-corporate and corporate. These categories shall be divided into membership classes as defined by Bye-Laws.
- 2.2 In addition to paragraph 2.1 above there will be 2 Honorary titles of membership.
  - 2.2.1. Honorary Fellowship – as defined in Bye-Law 7, the Honorary Fellow is selected in accordance with the procedures laid down by the Board of Trustees.
  - 2.2.2. Honorary Life Membership – a distinguished and eminent member who has rendered an outstanding service to the Institute is nominated by corporate members with the decision ratified by the Board of Trustees. There shall be no subscription charge for this category of membership.
- 2.3 A Company, who has a defined proportion of corporate members may call themselves a “Chartered Building Company”, “Chartered Building Consultancy”, “Chartered Construction Management Company” or “Chartered Construction Management Consultancy” in accordance with Bye-Law 13.
  - 2.3.1 All Chartered Building Company and Chartered Building Consultancy members must abide by the “Code of Professional Conduct and Rules”.
  - 2.3.2 Chartered Construction Management Company / Consultancy to be defined.
- 2.4 In addition, there will be 2 grades of retired membership, those being Retired Member and Retired Fellow as described in Bye-Law 8 & 9 respectively. A Chartered member who applies to enter one of these grades must satisfy the retired rate criteria in place at the time of application.
- 2.5 A member shall forthwith refrain from using the affixes and designations if membership is terminated in accordance with regulation 10.

## **ADMISSION TO MEMBERSHIP**

### **3. INDIVIDUAL MEMBERSHIP – FORMS OF APPLICATION:**

- 3.1 The current routes to membership shall be available on the Institute’s website. The Board of Trustees has the authority to amend these as they see fit from time to time.

- 3.2 An application shall be conditional upon payment of the appropriate fee and compliance with the requirements for continuing professional development.
- 3.3 An application for membership shall contain the following information:
- 3.3.1 The basis on which the Candidate considers that he meets the criteria for membership set out in the Routes to Membership and Bye-Laws 8-12, including all documentary evidence of job title, experience, qualifications, online assessment of competence and other criteria.
- 3.3.2 Any other information or documentation which the candidate wishes the Institute to take into account when determining his application.
- 3.4 All applications for membership must be made online through the Institute's website.
- 3.5 The provisions of this regulation 3 regarding the information required to be included in an application for membership is without prejudice to the Institute's right to seek additional information in respect of any application prior to determining that application.
- 3.6 All membership applications will be assessed on receipt and assigned academic points. This process is regularly reviewed by the Education, Qualifications, Standards and Practice Board. These points will determine the entry level of the candidate at Student or Applicant grade.
- 3.7 All candidates once in membership of the Institute will be given guidance on how to further their membership to reaching Chartered membership of the Institute.
- 3.8 To achieve the membership status of Bye-Law 9, a Professional Review shall be completed which will examine occupational and managerial competence, and commitment to professionalism. Examination shall be by assessment and where determined by interview.
- 3.9 On application for Chartered membership, Candidates shall be required to have their Professional Review application verified. Nominators can be the employer or a Chartered member of any professional body within the built environment.

#### **4. INDIVIDUAL - DETERMINATION OF APPLICATION**

- 4.1 An application by an individual membership shall not be determined save in accordance with this regulation 4.
- 4.2 Membership shall review all applications for membership which it receives. In particular Membership shall:
- 4.2.1 request any information required under regulation 3 which the Candidate has not included in his application;
- 4.2.2 request any additional information which Membership considers may be useful to the Board of Trustees in determining the application;
- 4.2.3 check the Institute's records to confirm whether the Candidate has previously been a member of the Institute and, if so, whether the Candidate's membership record contains any information regarding proceedings under the Disciplinary or the Competency Regulations (or any Bye-Laws) which might be relevant to the Board of Trustee's determination of the application.
- 4.3 Membership shall then refer the application to the Board of Trustees for determination. When the application is so referred it shall be accompanied by any additional information obtained by Membership under regulation 4.2 and by a note from Membership indicating whether it considers that the application meets the relevant criteria set out in Bye-Laws 8-12 and any relevant Regulations.

- 4.4 The application shall be determined by the Board of Trustees who shall consider whether it is satisfied that the Candidate meets the relevant criteria set out in Bye-Laws 8-12 and any relevant Regulations and shall determine under Bye-Law 14 whether it is satisfied that the Candidate is a fit and proper person to be a member of the Institute.
- 4.5 The Board of Trustees may ask Membership to obtain additional information from the Candidate or any other person before it determines an application.
- 4.6 Without prejudice to the absolute discretion granted to the Board of Trustees under Bye-Law 14, an application for membership may be refused under that Bye-Law where:
- 4.6.1 an order of expulsion from the Institute made under the Disciplinary Regulations remains in force. Applications for re-admission following expulsion shall be made to and determined by the Professional Conduct Committee in accordance with regulation 1 and regulation 18 of the Disciplinary Regulations;
  - 4.6.2 in the case of a Candidate who has previously been a member of the Institute, there remains in force an order of suspension made under the Disciplinary Regulations;
  - 4.6.3 in the case of a Candidate who has previously been a member of the Institute, the Board of Trustees considers that on admission to Membership the member would fall within the terms of Bye-Law 36;
  - 4.6.4 in the case of a Candidate who has previously been a member of the Institute and fees or other payments from the Candidate remain outstanding, the Board of Trustees may grant the application for membership on condition that the outstanding sums are settled prior to membership becoming effective;
  - 4.6.5 in the case of a Candidate who has previously been a member of the Institute and any disciplinary proceedings in respect of that period of membership or sanctions remain outstanding, the Board of Trustees may grant the application for membership on condition that the proposed member complies with the requests of the Professional Conduct Committee under the Disciplinary Regulations.
- 4.7 Any determination shall be notified to the Candidate. If the application is refused, the application shall contain a brief description of the reasons for the refusal. A Candidate has a right to appeal the decision within 1 month of notification of the result. This appeal will be considered by the Grievance and Appeals Board.

## **5. COMPANIES MEMBERSHIP – APPLICATIONS**

- 5.1 The current “Route to Chartered Building/Consultancy (CBC) Membership” and rules pertaining to CBC’s shall be available on the Institute’s website. The Board of Trustees has the right to amend these as they see fit from time to time. The Board of Trustees delegates the running of the CBC Scheme to the Employer Engagement Committee.
- 5.2 An application shall be conditional upon compliance with the requirements for the Scheme and the payment of the appropriate fee and subscription.
- 5.4 All applications for membership, both from the UK and International, shall be addressed to Employer Engagement team at the Institute.
- 5.5 The provisions of this regulation 5 regarding the information required to be included in an application for membership is without prejudice to the Institute’s right to seek additional information in respect of any application prior to determining that application.

## **6. COMPANIES - DETERMINATIONS**

- 6.1 An application by a Company for membership shall not be determined save in accordance with this regulation 6.
- 6.2 Employer Engagement shall review all applications for membership which it receives. In particular, they shall:
- 6.2.1 request any information required under regulation 5, which the Applicant has not included in the application.
  - 6.2.2 request any additional information which Employer Engagement considers may be useful to the Board of Trustees in determining the application.
  - 6.2.3 check all references if required
  - 6.2.4 review Institute records to confirm whether the Company has any history regarding proceedings under the Disciplinary or Competency Regulations (or any Bye-Laws, rules or regulations) which might be relevant to the Board of Trustees in their determination of the application.
- 6.3 Employer Engagement shall produce an approval form and refer the application to the Board of Trustees via the Membership Admission Panel for determination. On referral, Employer Engagement shall note whether it considers that the application meets the relevant criteria set out by Bye-Law 13 and any relevant scheme rules.
- 6.4 The application shall be determined by the Board of Trustees who shall consider whether it is satisfied that the Company meets the relevant criteria set out in Bye-Law 14 and other Regulations, and shall determine under this Bye-Law whether the proposed Company is a fit and proper business entity.
- 6.5 Without prejudice to the absolute discretion granted to the Board of Trustees under Bye-Law 14, an application may be refused where:
- 6.5.1 an order of expulsion from the Institute made under the Disciplinary Regulations remains in force. Applications for re-admission following expulsion shall be made to and determined by the Professional Conduct Committee in accordance with regulation 1 and regulation 18 of the Disciplinary Regulations;
  - 6.5.2 in the case of an Company who has previously been a Company member of the Institute, there remains in force an order of suspension made under the Disciplinary Regulations;
  - 6.5.3 in the case of an Company who has previously been a Company member of the Institute, the Board of Trustees considers that on admission to Membership the Company would fall within the terms of Bye-Law 36;
  - 6.5.4 in the case of a Company who has previously been a member of the Institute any fees or other payment due from the Company in relation to that period of Membership or any disciplinary proceedings brought against him in respect of that period of Membership have not been paid, the Board of Trustees may grant the application for Membership on condition that the outstanding sums are settled before the Membership becomes effective.
  - 6.5.5 in the case of an Company who has previously been a member of the Institute and any disciplinary proceedings in respect of that period of membership or sanctions remain outstanding, the Board of Trustees may grant the application for membership on condition that the proposed member complies with the requests of the Professional Conduct Committee under the Disciplinary Regulations.

- 6.6 The Board of Trustees' determination shall be notified to the Company. If the application is refused, a brief description of the reasons for refusal will be given.
- 6.7 Once in membership, the Company shall abide by the relevant Scheme Rules and other Rules and Regulations of the Institute at the time in force.

## **7. CRIMINAL CONVICTIONS / BANKRUPTCY**

- 7.1 All candidates or members must declare on their application form or in correspondence to the Institute if they have any criminal convictions or bankruptcy / creditor arrangements made against them.
- 7.1.1 Any application for membership of the Institute in which the candidate or an Applicant has declared a criminal conviction shall be referred to the Investigations Secretariat under the Fit and Proper Person process in accordance with Regulation 8.
- 7.2 All bankruptcy / creditor arrangements that fall within Bye-Law 36 will be considered individually. Candidates may be admitted to membership, however not allowed to progress to Chartered membership until such time as the order is discharged.

## **8. FIT AND PROPER PERSON PROCESS**

- 8.1 The Board shall appoint members of the Professional Conduct Committee to form a Fit and Proper Person (FPP) Panel, with a quorum of 3 and delegate the function of determining membership under Bye-Law 14 or 16 to that Panel.
- 8.2 The FPP Panel shall consider whether the candidate is a fit and proper person to become a member of the Institute (under Bye-Law 14) or if an Applicant, transfer to the next class of membership (Bye-Law 16).
- 8.3 Where the matter concerns a criminal conviction(s), the FPP Panel shall consider whether the candidate is a fit and proper person to become a member of the Institute (under Bye-Law 14) or if an Applicant, transfer to the next class of membership (Bye-Law 16). The Investigations Secretariat shall undertake such enquiries as it considers appropriate in relation to the declaration that has been made.
- 8.3.1 On completion of the enquiries referred to at regulation 8.3 above, the Investigations Secretariat may refer to the Investigation Panel Chair to determine whether the conviction(s) declared is/are relevant pursuant to Bye-Law 33(a)(v) and regulation 13 of the Disciplinary Regulations 2017 or there are reasonable grounds for concern under Bye-Law 16.
- 8.3.2 In the event that the Investigations Panel Chair determines that the conviction is relevant or on consideration of the evidence, the matter shall be referred to a hearing of the FPP.
- 8.3.3 The Investigations Secretariat shall inform the candidate of the date of the hearing at least 14 days in advance of that hearing. At least 7 days in advance of the hearing the candidate shall inform the Investigations Secretariat in writing whether he will attend or be appropriately represented, and if so the name, address and professional qualifications (if any) of his representative, and may provide the Investigations Secretariat with written submissions and copies of all documents or other evidence upon which he wishes to rely.
- 8.3.4 Within 21 days of the hearing, the candidate will receive a written notice of the outcome of the hearing. The candidate will have the right to appeal against this decision to the Grievance and Appeals Panel within one calendar month of service of the notice of the outcome of the FPP hearing.

## **Rights & Privileges of Membership**

- 9.1 In accordance with Rule 13 (until 31 December 2017) and Rule 10 (from 1 January 2018) of the Rules and Regulations of Professional Competence and Conduct, all members shall show a commitment to continuing professional development (CPD) and keep themselves informed of the current thinking and developments appropriate to the type and level of responsibility. The Institute reserves the right to request a CPD record from a member, regardless of membership grade, at any time. Failure to provide this record may result in action for breach of the Institute Rules under its Disciplinary Regulations.
- 9.1.1 A Retired Member and Retired Fellow shall not be required to keep their CPD updated and shall not be subject to annual audit.
- 9.2 The Royal Charter allows Chartered members to describe themselves as a Chartered Builder or a Chartered Construction Manager. A Chartered member has the right to elect to describe themselves as either of these titles on reaching Chartered membership on the application form for Professional Review.
- 9.3 On election to membership, a member has the right to use affixes and descriptors as stated in Bye-Laws 18 and 19.
- 9.4 In accordance with Bye-Law 13, if a director/partner of a Company is subject to a suspension order under the Disciplinary or Competency Regulations, he shall not be counted as a corporate member for the purposes of determining whether the company can use the descriptor.
- 9.5 Certificates may be issued to members of any class of membership in a format agreed by the Board of Trustees. The certificate remains the property of the Institute but may be retained by the member until membership ceases and should be returned.
- 9.6 On payment of the annual subscription fee, a member will receive a membership card. The card remains the property of the Institute but may be retained by the member until membership ceases and should be returned. No cards shall be issued to CBC members.
- 9.7 All Chartered members (including Retired Chartered members) will have the right to vote in the Board of Trustees election.
- 9.8 Retired Chartered Members shall not sit on Institute Boards, Committee or sub-groups unless the Terms of Reference for that group specifically allow.

## **Fees & Subscriptions**

- 10.1 Subscriptions shall be set annually by the Subscriptions Working Group, with ratification by the Board of Trustees.
- 10.2 The Board of Trustees has the right to set fees for example admission, readmission, and reinstatement, as they see fit.
- 10.3 The Board of Trustees has the ability to waive fees, apply discounted rates or determine payment plans as it sees fit.
- 10.4 Chartered members shall have the ability to apply for concessionary rate membership, subject to criteria for the rate set at the time of application.
- 10.4.1 Chartered members must apply for the concessionary rate annually.

- 10.4.2 There shall be a maximum number of years claiming the concessionary rate of 6 years over the lifetime of the membership.
- 10.4.3 Should the above time period in regulation 10.4.2 expire, and the candidate's membership lapses solely on the grounds of financial hardship, the admission fee on re-entry to membership shall be waived.
- 10.4.4 The Institute reserves the right to request more information to satisfy the application for concessionary rate.
- 10.4.5 All applications for concessionary rate are reviewed and approved by the Subscriptions team.
- 10.4.6 Non-Chartered members shall not be eligible to apply for the concessionary rate.
- 10.5 Chartered members shall have the ability to apply for the retired grade of membership, subject to the criteria for the grade set at the time of application.
- 10.5.1 The retired grade of membership shall be available to all Members and Fellows and the designation for this membership shall be RetFCIOB / RetMCIOB as appropriate and laid down by Bye-Law 8 & 9.
- 10.6 All subscriptions for individual membership shall fall due on 1 January each year in accordance with Bye-Law 23.
- 10.6.1 All members will be notified that their subscriptions are falling due in November prior to the subscription year.
- 10.6.2 A further reminder notice shall be sent 30 days after subscriptions falling due.
- 10.6.3 If subscriptions remain outstanding as at 28 February, membership to the Institute shall be terminated.
- 10.6.4 Should a member wish to claim extenuating circumstances for the non-payment of subscriptions then the process in place for that subscriptions period must be followed.
- 10.6.5 Should a member wish to rejoin the Institute, he must satisfy the criteria for entry to the Institute as it stands at the period of re-entry. All readmissions will be at the non-chartered entry level.
- 10.7 Should a Retired Member or Fellow in the appropriate grade reach the age of 75, then the subscription payment for this candidate shall be nil.
- 10.8 All subscriptions for Company members shall fall due on their anniversary of entry to the Scheme and will be collected in accordance with the Scheme Rules in force at the time.

### **Cessation of Membership**

- 11.1 Membership of the Institute shall not be terminated save in accordance with this regulation 10.
- 11.2 Where the Institute receives any information which indicates that one of Bye-Laws 24 to 30 may apply to a Member or Company, the matter shall be referred to Membership which shall obtain any relevant information in order to determine whether membership is to be terminated.



## Death

11.3 If Membership is notified in writing that a member has died, Bye-Law 25 shall take effect and his name shall be removed from the register of members. The Institute reserves the right to request a copy death certificate if necessary.

11.3.1 If a death causes a Company to fall below the requirements for Scheme, a period of up to twelve (12) months will be granted to the CBC in order to resolve their management structure.

## Resignation

11.4 This sub-section 11.4 applies where notice or purported notice of resignation is received under Bye-Law 26.

11.4.1 Membership shall:

11.4.1.1 request the membership certificate and card if this has not been enclosed with the notice;

11.4.1.2 establish whether any subscription is in arrears and/or whether the Member has any other debts to the Institute outstanding;

11.4.1.3 establish whether any disciplinary proceedings or any investigation which might lead to disciplinary proceedings against the Member are outstanding.

11.4.2 In the event that the Membership is satisfied that neither regulations 11.4.1.2 or 11.4.1.3 apply to the Member, Membership shall remove the Member's name from the Institute's register of Members and shall write to the Member confirming that his resignation has been accepted.

11.4.3 In the event that Membership considers that regulation 11.4.1.2 applies to the Member, Membership shall write to the Member explaining the provisions of Bye-Law 26 and requesting him to make good the outstanding amounts and then re-submit his resignation notice.

11.4.4 If the Member complies with the request made under regulation 11.4.3 the resignation notice shall be reconsidered in accordance with this regulation 11.4. If the Member does not comply with the request then Membership shall, if so requested by the Member or if it considers it appropriate in all the circumstances, refer the resignation request to the Board of Trustees, who shall in its absolute discretion determine whether it is prepared to allow the resignation notwithstanding the existence of the debts.

11.4.5 In the event that regulation 11.4.1.3 applies to the Member, or in the event that the Board of Trustees rejects any request referred to it under regulation 11.4.4, Membership shall write to the Member giving brief reasons for the Institute's decision that the resignation cannot be accepted.

## Termination

11.5 This sub-section 11.5 applies where it is considered that Bye-Law 27 may apply:

11.5.1 Membership shall ensure that the Institute complies or has complied with the requirements of Bye-Law 27 regarding the notice to the Member of his subscription arrears.

11.5.2 Membership shall notify the Member when his membership has been terminated and issue guidelines regarding reinstatement in force at that time if any.

- 11.5.2.1 In the case of a Company, written notice will be given of termination to the CBC and they will be asked to respond within twenty-eight (28) days with any extenuating circumstances.
- 11.5.3 Following compliance with the above, Membership shall refer the matter to the Board of Trustees and it shall be accompanied by any additional information obtained by Membership to determine the case.
- 11.5.4 The Board of Trustees shall consider whether there are extenuating circumstances which means that the membership should not be terminated. If the Board is not satisfied it shall direct that the Member's name be removed from the Institute's register of Members.
- 11.5.5 The Member shall receive notice in writing of the Board of Trustee's decision under regulation 11.5.5.
- 11.5.6 If a Company has been granted a period of time to resolve their management composition and fails to comply, their membership will be terminated with immediate effect.

### Expulsion

- 11.6 Where it is considered that Bye-Law 28 may apply, Membership shall obtain a copy of the determination of the Professional Conduct Committee or the Appeals Committee (as appropriate) which orders the expulsion of the Member and shall, where the determination has been made only by the Professional Conduct Committee, confirm that the period for appealing against the determination has expired. Once the expulsion has been ordered under the Disciplinary Regulations, the Member's name shall be removed immediately from the Member's listing.

### Other

#### **OTHER MEMBERSHIP GRADES:**

#### **12. FELLOWS**

- 12.1 In accordance with the Bye-Law 8 the highest class of membership to the Institute shall be that of Fellow. Applications to Fellow grade shall be in accordance with the fellowship guidelines in place at the time of application.
- 12.2 All applications for Fellow are considered by the Fellowship Committee.

#### **13. HONORARY LIFE MEMBERSHIP**

- 13.1 This membership shall be granted to a member of the Institute who has rendered such outstanding service to the Institute.
- 13.2 All applications for this membership shall be overseen by the Honorary Life Membership Committee reporting directly to the Board of Trustees.
- 13.3 If granted, the Member shall retain all rights and privileges to his membership grade however shall not be required to pay any annual subscription to the Institute from the date of his election for life.
- 13.4 The number of Honorary Life Members shall be restricted to a maximum of 17 living members at any one time

#### **14. HONORARY FELLOWSHIP**

- 14.1 In accordance with Bye-Law 7, Honorary Fellowship shall be granted in exceptional circumstances to distinguished or eminent people who have rendered or may be in a position to render outstanding service to the Institute or to the building and construction profession.
- 14.2 All applications for this membership grade shall be considered by a sub-group of the Board of Trustees.

#### **15. LOGO**

- 15.1 In accordance with these Regulations and the Rules and Regulations of Professional Competence and Conduct, members may use the CIOB logo if they are:
- 15.1.1 a Corporate Member of the Institute (MCIOB/FCIOB), and;
  - 15.1.2 operating in an individual capacity, and;
  - 15.1.3 trading under their own name.
- 15.2 In accordance with these Regulations, Chartered Building Companies and Chartered Building Consultancies may use the CBC logo,
- 15.3 The Chartered Institute of Building, CIOB and the Lion Logo are registered trademarks of the Institute.
- 15.4 Members shall apply for the logo and its related guidelines by using the relevant form on the CIOB website.
- 15.5 A member shall forthwith refrain from using the logos when membership is terminated in accordance with regulation 10.

#### **16. GRIEVANCE AND APPEALS BOARD**

- 16.1 The Grievance and Appeals Board shall hear any appeal in relation to a membership process, in accordance with its procedures.

#### **17. DEFINITIONS AND INTERPRETATIONS**

- 17.1 In these Regulations, unless the context otherwise requires, the following expressions shall have the following meanings:
- (a) "Appeal Committee" means the Committee established under Regulations 8 and 16 of the Disciplinary Regulations pursuant to Bye-Law 34;
  - (b) "Audit and Risk Committee" means the Committee formed by the Board of Trustees with the oversight of the Professional Conduct Committee and Grievance and Appeals Board;
  - (c) "Board of Trustees" means the Board of Trustees as established under the Bye-Laws of the Institute;
  - (d) "Bye-Laws" means the Bye-Laws of the Institute as amended from time to time;
  - (e) "Candidate" means any person applying for Membership of the Institute whether for individual or company/consultancy;
  - (f) "Charter" means the Royal Charter of the Institute as amended from time to time;

- (g) "Company" means a company member described by Bye-Law 13.
  - (h) "Expulsion" means the expulsion of a member from membership of the Institute indefinitely subject to re-admission under regulation 20 of the Disciplinary Regulations [and, in relation to a former Member means an order that if the former Member at any time applies to be re-admitted to membership or studentship of the Institute the application shall be treated in accordance with the Institute's Membership Regulations as amended from time to time];
  - (i) "Fit and Proper Person Panel (FPP)" means a Panel with a quorum of 3 members of the Professional Conduct Committee with the delegated power to determine membership under Bye-Law 14 & 16;
  - (j) "Institute" means the Chartered Institute of Building;
  - (k) "Member" means, for the purposes of these Regulations only, a corporate or non-corporate member of the Institute elected in accordance with Bye-Laws 8-13 including for the avoidance of doubt any Company member as defined in Bye-Law 13;
  - (l) "Membership" means the team within the Institute dealing with the membership applications;
  - (m) "Panel" means any one or more of the Competency Panel and the Competency Appeal Panel as is appropriate in the context;
  - (n) "Professional Conduct Committee" means the Committee established by regulations 7 and 16 of the Disciplinary Regulations pursuant to Bye-Law 33;
- 16.2 In these Regulations unless the context otherwise so requires, words and expressions not defined in regulation 16.1 shall have the meanings assigned to them by the Charter and the Bye-Laws.
- 16.3 Words importing the masculine shall include the feminine and neuter and words in the singular shall include the plural; and vice versa