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International Network for Traditional Building, Architecture & Urbanism
PATRON: HIS ROYAL HIGHNESS THE PRINCE OF WALES



Constitution and Governing Documents

Dr Matthew Hardy • London • December 2002

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1. Charter

Charter

The International Network for Traditional Building, Architecture and Urbanism is an active network of individuals and institutions dedicated to the creation of humane and harmonious buildings and places that respect local traditions.

.....

Traditions allow us to recognise the lessons of history, enrich our lives and offer our inheritance to the future. Local, regional and national traditions provide the opportunity for communities to retain their individuality with the advance of globalisation. Through tradition we can preserve our sense of identity and counteract social alienation. People must have the freedom to maintain their traditions.

Traditional buildings and places maintain a balance with nature and society that has been developed over many generations. They enhance our quality of life and are a proper reflection of contemporary society. Traditional buildings and places can offer a profound modernity beyond novelty and contribute to a better future.

INTBAU brings together those who design, make, maintain, study or enjoy traditional building, architecture and places. We will gain strength, significance and scholarship by association, action and the dissemination of our principles.

one world, many traditions

2. Constitution and Governing Documents

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General provisions

1. All members, committees and employees of The International Network for Traditional Building, Architecture and Urbanism (INTBAU) will accept, publicly acknowledge and at all times act in accordance with the principles and spirit of the Charter.
2. INTBAU is an international organisation that respects and promotes the diversity of tradition and will not at any time adopt policies or undertake activities that promote the exclusive interest of any nation, cultural, religious or linguistic group.
3. The Board will govern INTBAU by the establishment of detailed policies.
4. There will be a Committee of Honour. The Committee of Honour will support and promote INTBAU.
5. The day-to-day management of INTBAU will be by a Management Committee.
6. All committees will act in accordance with individual committee constitutions.
7. The Management Committee will elect Members of the INTBAU College of Traditional Practitioners (MICTPs) annually according to merit from recommendations by members and committees. The decision of the Management Committee will be final.
8. There will be an Annual General Meeting (AGM) to which all members will be invited. A minimum of two months notice will be given for the date and location of the AGM. On alternate years, the AGM will be held at The Princes Foundation, London. On all other years, the AGM will be held at the biennial conference. Policy, accounts and committee membership, a report on the previous year's activities and proposals for the following year's activities will be presented at each AGM. Committee members and MICTPs may vote at the AGM. 50% of all Committee members and MICTPs will represent a quorum for any change to policy, audited accounts and recommended committee membership. If there is no quorum present and 50% of those present vote for a change, the Secretary will contact all committee members and MICTPs by E-mail who may within two weeks vote on any proposal for a change.
9. Changes to governance or the Charter of INTBAU or the removal of any member of the Board may only be made by a vote of 75% of members at a Special General Meeting (SGM). The Secretary may arrange Postal or E-mail proxy voting two weeks in advance of the Special General Meeting.
10. The Board or a poll of 35% of members may call a Special General Meeting of all members of INTBAU at an appropriate place. Notice of 3 months of the place and motion or motions of the Special General Meeting

must be issued by post or E-mail to all members and members of committees.

11. The Management Committee will assume the responsibility to set policy and budgets if at any time and for a foreseeable future the self-generated income of INTBAU exceeds the residue of donations and fully funds the operation of INTBAU or if all Board memberships lapse by expiry of the five year period following the receipt of a major donation. The Board will then act only in an advisory capacity to the Management Committee and will no longer be required as a Board or through the chair to ratify decisions of the Management Committee.

Governing Documents

1. Board

Composition: Major financial supporters of INTBAU, Chair of the Committee of Honour and Chair of the Management Committee.

Major financial support is defined as sums in excess of £10,000 , €15,000, \$15,000 or any currency in accordance with the USD or EUR rate, such exchange balances to be reassessed from time to time. The sum may be donated individually or corporately. In the case of corporate donations, membership of the Board will be at Chief Executive or Board level from within the relevant organisation.

Donors or donor organisations will have tenure on the Board for five years following a single donation of £10,000, €15,000, \$15,000 or more from the date of the donation, or for each year of a programme of annual donations over a minimum period of three years when each annual donation is for a minimum of £2,000, €3,000, \$3,000 (such exchange balances to be reassessed from time to time).

Role: setting policy within the objectives of the Charter; raising finance through donation. If at any time and for a foreseeable future the self-generated income of INTBAU exceeds the residue of donations and fully funds the operation of INTBAU, the Board will cease to set policy and budgets and will no longer be required as a Board or through the chair to ratify decisions of the Management Committee and the Board will act only in an advisory capacity to the Management Committee.

Establishment: By donation.

Duties: support and promotion of INTBAU, its objectives, membership and activities; setting of policy for delegation to the Management Committee; setting annual budgets and review of annual accounts; receiving reports and advice from the Committee of Honour and the Management Committee; election of the Chair of the Management Committee, taking full and proper cognisance of advice from that committee; recommending membership of the Committee of Honour and the Management Committee as appropriate; meeting in a location to be agreed as most suitable for maximum attendance at least once a year.

Constitution

1. Membership is honorary.
2. All members will act in accordance with the Committee Role (above).
3. There will be a Chair who will, in the absence of an election by the Committee, have made or represent the organisation that has made the most substantial donation.
4. The Secretary will be the Secretary of INTBAU.
5. All members will have one vote. In the event of an equal division, the Chair will have a second and casting vote.

6. A quorum at a meeting will generally be 50% of membership (subject to review). If there is no quorum, the Secretary will contact all members by E-mail who may, within a period of two weeks, vote on any motion; motions will be carried by a majority of replies received within the two week period.
7. All meetings will be subject to notice of 3 months.
8. All meetings will be in accordance with an agenda, agreed by the Chair. The Chair of the Committee of Honour and the Chair of the Management Committee may add items to the agenda up to two weeks in advance of the meeting. The Secretary will issue the agenda two weeks in advance of a meeting. Members may request entry of an item in the agenda before the issue date.
9. A written minute will be kept of all meetings but the details of the discussion and minutes will be confidential to the Committee of Honour, the Board and the Management Committee unless it is agreed otherwise on an item by item basis.
10. The Board may establish any other committees as it sees fit, order any enquiries, engage any professional assistance it deems necessary and delegate any activities.
11. If any member is deemed to have acted otherwise than in accordance with the Board role (above) a vote of 66% of the Board may remove any member (including the Chair), subject to ratification of the Management Committee.

2. INTBAU Committee of Honour

Composition: eminent practitioners in all academic, professional, practical and artistic fields concerned with building, architecture and urbanism that support the objectives of INTBAU.

Role: to add prestige to the reputation of INTBAU; to support, promote and participate in the activities of INTBAU in accordance with Charter; to advise the Board and Management Committee on matters of policy, membership and activities.

Establishment: by invitation from the Management Committee.

Election: by invitation from the Board following recommendation from the Committee of Honour, the Board, the Management Committee or Members of the INTBAU College of Traditional Practitioners (MICTP), such invitation will be selective and recommendations will be confidential.

Duties: as a committee and individually to support, promote and participate in the activities of INTBAU; as a committee to advise the Board and Management Committee on matters of policy, membership and activities; as a committee to meet in a location to be agreed as most suitable for maximum attendance at least once a year.

Constitution:

1. Membership is honorary.
2. All members will act in accordance with the Committee Role (above).
3. There will be a Chair who, after the first two years, will be elected by the Committee every two years.
4. The Secretary will be the Secretary of INTBAU.
5. The Chair of the Board and the Chair of the Management Committee will be de-facto (but unpublished) members.
6. All members will have one vote. In the event of an equal division, the Chair will have a second and casting vote.
7. 10 present members will constitute a quorum for a meeting, if there is no quorum, the Secretary will contact all members by E-mail who may, within a period of two weeks, vote on any motion; motions will be carried by a majority of replies received within the two week period.
8. All meetings will be subject to notice of 3 months.
9. All meetings will be in accordance with an agenda, agreed by the Chair, the Chair of the Board and the Chair of the Management Committee and issued by the Secretary at two weeks in advance of a meeting, members may request entry of item in the agenda before the issue date.

10. A written minute will be kept of all meetings but the details of the discussion and minutes will be confidential to the Committee, the Board and the Management Committee unless it is agreed otherwise on an item by item basis.

11. If any member is deemed to have acted otherwise than in accordance with the Committee Role (above) a vote of a minimum of 66% of the Committee of Honour may remove any member, subject to the ratification of the Board.

3. Management Committee

Composition: one member to represent each major cultural and/or language group on a worldwide basis; initial composition will represent the United States, one each of the major European language groups, Australasia, the Arabic speaking nations and the Caribbean and Latin America; the composition will expand according to the expansion of INTBAU's activities; generally (but not necessarily) members will be practitioners of one of the academic, professional, practical and artistic fields concerned with building, architecture and urbanism that support the objectives of INTBAU.

Role: the execution of policy as directed by the Board; the management of day-to-day activities of INTBAU; the election of members of the College of Practitioners.

Establishment: the Steering Committee.

Election: further or replacement members by invitation from candidates proposed by the Management Committee, the Committee of Honour, the Board and the INTBAU College of Traditional Practitioners, selected by the Management Committee and ratified by the Chair of the Board.

Duties: management of the advancement and reputation of INTBAU; organisation of publications and activities; election of member of the INTBAU College of Traditional Practitioners in accordance with the highest standards of traditional practice; attendance at committee meetings; execution of detailed policy as directed by the Board; the day-to-day management of INTBAU; the management of the budget, income and expenditure of INTBAU; the employment of the Secretary and other officers, employees and contractors; rent or purchase of property; receipt of and proper consideration of reports and advice from the Board and Committee of Honour; supervision of all electronic and written communication. In the event of the relegation of the Board to a solely advisory body in accordance with the General Provisions of the Constitution, paragraph 11, the Management Committee will assume the Role and Duties of the Board as set down in the Governing Document of the Board.

Constitution:

1. Membership is honorary.
2. Members can claim reasonable expenses for travel and accommodation for meetings (standard class travel and 3 star accommodation is the expected standard in developed countries). Expenses for other activities directly connected with the promotion of INTBAU must be agreed in advance by the Committee and ratified by the Chair of the Board.
3. All members will act in accordance with the Committee Role (above).
4. There will be a Chair who will be elected by the Board.
5. The Secretary will be the Secretary of INTBAU.

6. Meetings will take place at least three times in one year. Meetings should be held in different places to promote the international role of INTBAU.

7. All members will be expected to attend at least one meeting each year or three meetings in any two years. Failure to do so will constitute disqualification from the committee, subject to review by a majority of the Committee.

8. All members will have one vote. In the event of an equal division, the Chair will have a second and casting vote.

9. A quorum at a meeting will generally be 50% of membership (subject to review). If there is no quorum, the Secretary will contact all members by E-mail who may, within a period of two weeks, vote on any motion; motions will be carried by a majority of replies received within the two week period.

10. The date and place of all meetings will be arranged at the previous meeting.

11. All meetings will be in accordance with an agenda, agreed by the Chair. The Committee of Honour and the Board may add items to the agenda up to two weeks in advance of the meeting. The Secretary will issue the agenda two weeks in advance of a meeting. Members may request entry of an item in the agenda before the issue date.

12. A written minute will be kept of all meetings but the details of the discussion and minutes will be confidential to the Committee, the Board and the Management Committee unless it is agreed otherwise on an item by item basis.

13. The Committee may delegate its activities to sub-committees for selection of Members of the INTBAU College of Traditional Practitioners, publications, individual events, campaigns or other activities. Such sub-committees to be agreed by the Board. Sub-committees will report directly to the Committee, maintain minutes and full records, which will be copied to the Board and the Committee of Honour.

14. If any member is deemed to have acted otherwise than in accordance with the Committee Role (above) a vote of a minimum of two-thirds of the Management Committee may remove any member, subject to the ratification of the Board.

15. Changes to the Constitution and Governing Documents may be proposed by a vote of not less than two-thirds of the membership. If at a meeting there is a quorum, but not two-thirds of the membership, then at the Chair's discretion, the Secretary will contact all members by E-mail, who may, within a period of two weeks, vote on any motion; motions will be carried by a majority of replies received within the two week period, or, if less than one-third of the members reply in the negative, shall be deemed to have been carried.

4. INTBAU College of Traditional Practitioners (ICTP)

Membership: Members of the INTBAU College of Traditional Practitioners (MICTP) will be limited to practitioners of the highest standard in the academic, professional, artistic, trade, craft and practical activities concerned with building, architecture and urbanism that support the objectives of INTBAU. Membership will be by election following an examination of work by the Management Committee or a sub-committee appointed by the Management Committee. A portfolio of executed work of a period of at least five years will be required for examination.

Application: Application for MICTP will be by recommendation from other MICTPs, members of the Board, the Committee of Honour or the Management Committee or by written application. All applications must be accompanied by:

- a full Curriculum Vitae in one of the following languages: English, Spanish, French, German, Russian, Arabic, Hindi, Mandarin or Japanese, and
- full details of work executed and completed in the applicant's field of activity over the last five years, and
- references from at least two MICTPs or members of the Board, Committee of Honour, of Management Committee or respected members of the applicant's field of activity sympathetic to the objectives of INTBAU, and
- The location of executed work, where appropriate, to allow for possible visits by a member of the selection group or another referee.

Applicants are encouraged in the first instance to contact the Secretary or a member of the Management Committee to discuss their application.

Applicants should note that it is in their interest to provide adequate information. Material will not be returned and so reproductions and photographs are strongly recommended. A non-returnable fee of £50, €75, \$75 (such exchange balances to be reassessed from time to time) must be attached. The Management Committee may vary conditions of entry from time to time, subject to ratification by the Board.

Examination of Applications: Examination will take place in June each year. Applications must be submitted by January 1st of that year. Applicants may be contacted for clarification of details by a scrutineer. Applicants will be notified of the decision of the examining committee by the end of July. The examination process will be audited. The decision of the examining committee will be final.

Fee: Elected members will pay an annual fee of £200, €300 or \$300 (such exchange balances to be reassessed from time to time). The Management Committee may vary the subscription, subject to ratification by the Board, and MICTPs will be given one year's notice of any changes. Failure to pay a fee will lead to a termination of membership and any associated rights or privileges. The Management Committee will hear cases of hardship and

may recommend a reduced rate on an individual basis.

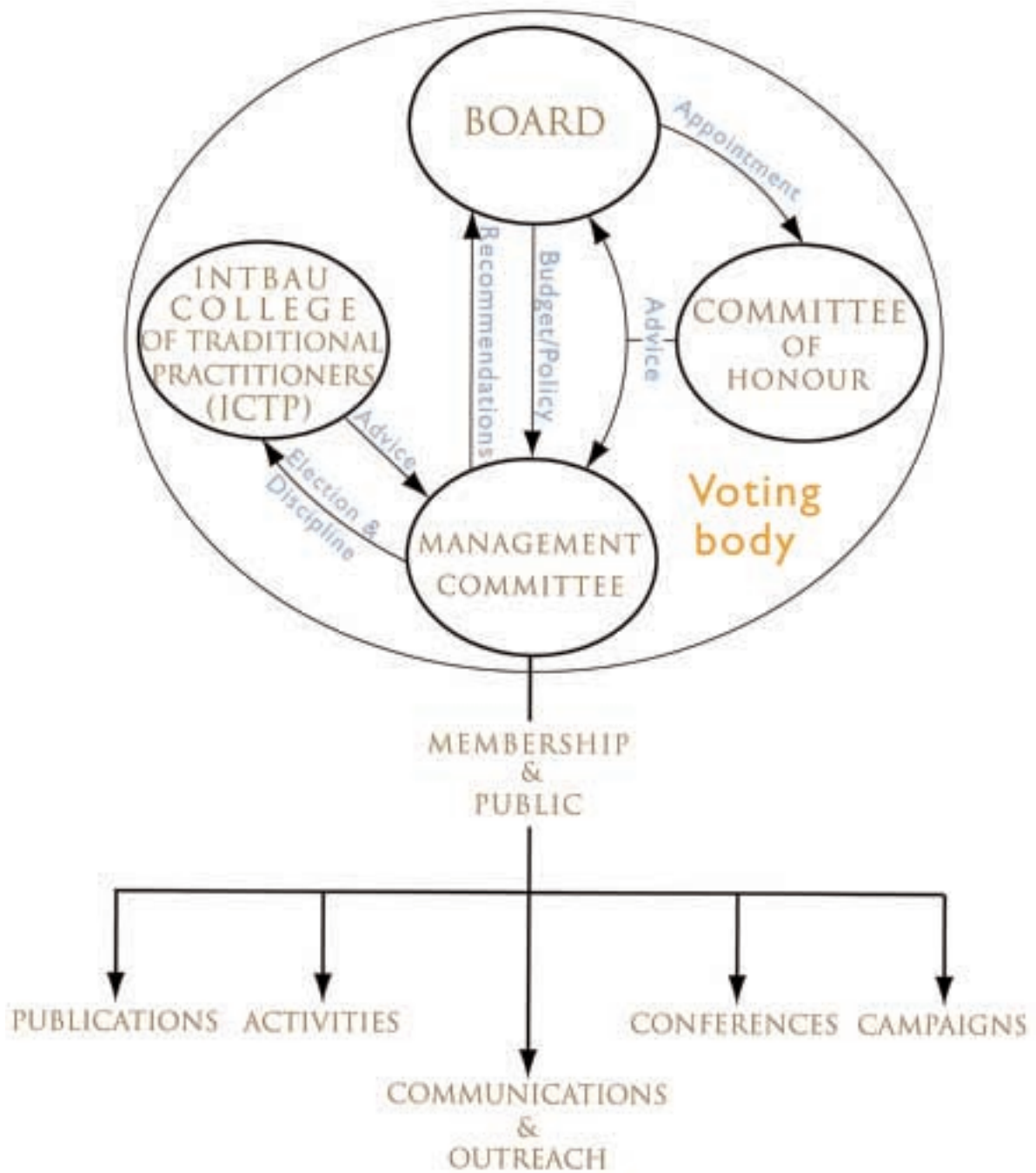
Rights, Privileges and Obligations for MICTPs:

- Members may style themselves MICTP
- Recommendations for membership of the Committee of Honour and Management Committee
- Voting at AGMs
- A certificate of membership presented at a joining ceremony at the biennial conference.
- Wide dissemination of the list of members
- Association with peak international traditional practitioners
- A free link from the INTBAU website direct to their own site
- Free subscription to the INTBAU journal, A&C International
- Reduced price at INTBAU conferences.

Benefits and privileges may be varied from time to time by the Management Committee subject to agreement by the Board.

If an MICTP acts in a manner contrary to the spirit of the Charter or in manner whereby his/her continued membership could bring INTBAU into disrepute, the Management Committee will request a full explanation and an examination of the case will be made. The MICTP may seek independent representation and the Management Committee may seek independent advice. If the Management Committee find that the MICTP has acted in a manner contrary to the spirit of the Charter or in a manner whereby his continued membership could bring INTBAU into disrepute, they will recommend to the Chair of the Board that the MICTP be struck off from membership and all rights and privileges will be terminated. No part of the membership fee for the relevant year will be refunded.

Diagram of governance structure



Membership Structure and Subscriptions

Members at all levels must accept, publicly acknowledge and at all times act in accordance with the principles and spirit of the Charter.

1. Founder Members

Major donors, automatically eligible for the Board. Major donation is defined as £10,000, €15,000, or \$15,000.

2. Supporters

Institutions and societies that support INTBAU financially or in kind, by internet facilities, mailing, events, advertising of other activities.

3. Members of the INTBAU College of Traditional Practitioners (MICTP)

Elected by the Management Committee and confirmed by the Board following submission of evidence of 5 years of work, a curriculum vitae, references and payment of a non-returnable submission fee (as set from time to time) and on payment of annual subscription (as set from time to time).

4. Honorary Friends

Individuals who have made a significant contribution to traditional building, architecture and urbanism and individuals who have given particular assistance to INTBAU. Selected by invitation by the Steering Committee in the first instance and subsequently nominated by the Board, Committee of Honour, Management Committee or Members of the INTBAU College of Traditional Practitioners, recommended by the Management Committee and confirmed by the Board. Invitation may or may not include an invitation to serve on the Committee of Honour. Honorary Friends may also be MICTPs if elected in the prescribed manner and on payment of the subscription.

5. Friends

Individuals who wish to support INTBAU by payment of an annual donation of not less than £100, €150, or \$150.

6. Students

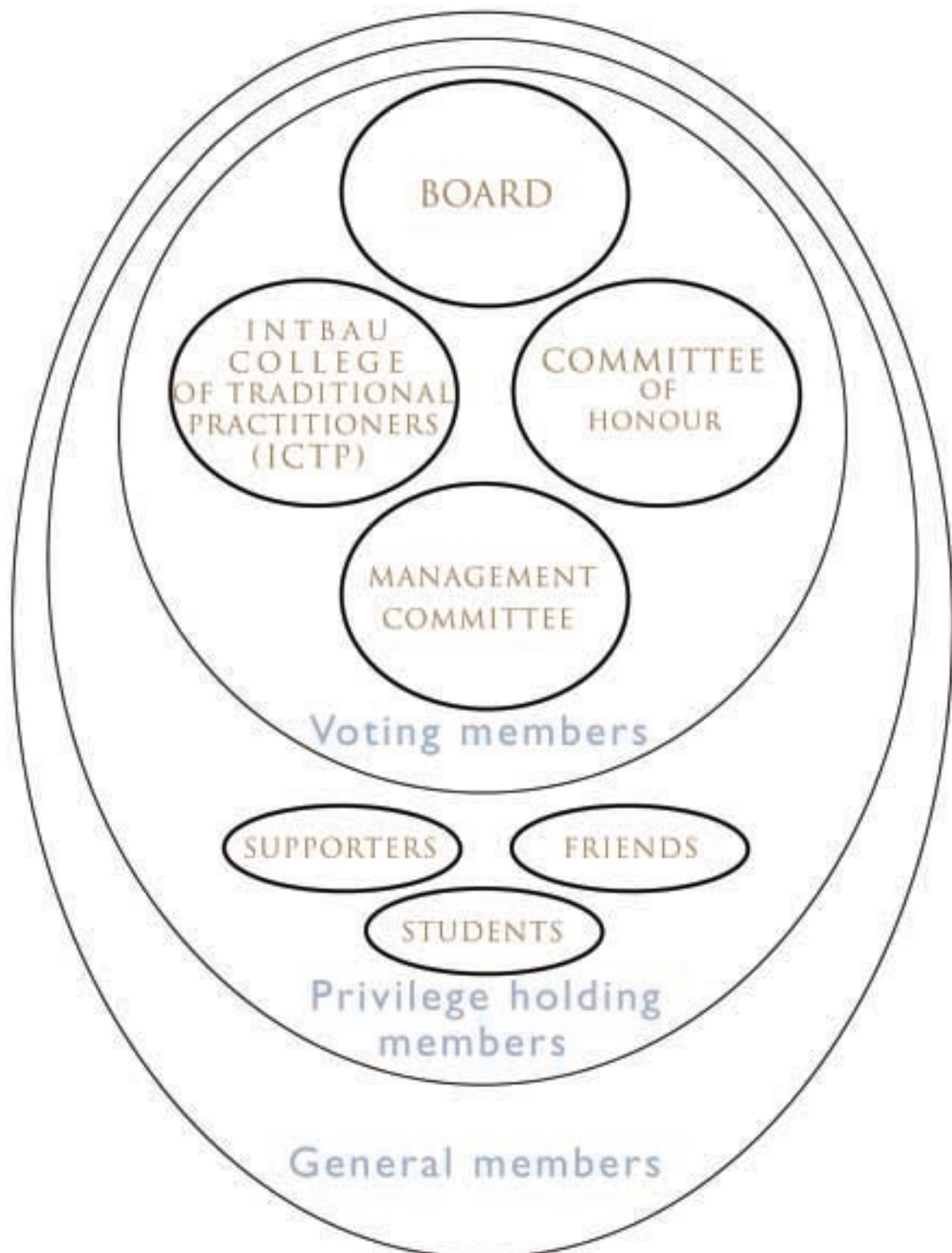
Any individual who is engaged in full time or part time course, apprenticeship or training in any of the professions, disciplines or trades concerned with building, architecture or urbanism and which will lead to an acknowledged and certified qualification, membership of a trade guild or other formal recognition may, for the period of their training (such period not to exceed 7 years), become student members for an annual fee of £35, €50, or \$50.

7. Members

Any individual who registers their full contact details with INTBAU.

All exchange balances referred to above will be reassessed from time to time.

Diagram of membership structure



Governance structure



INTBAU is an international organisation but is supported in certain countries by other charitable and educational organisations and societies either specially established for the purpose or associated with the activities of INTBAU. Each charity, society or other institution will have its own trustees or organisers. This arrangement will allow for tax benefits to be obtained for donations on a national basis. Funds raised in each country will be collected by each national organisation and used primarily for activities in those countries. Surplus funds will be re-allocated according to priorities set by the international Board always in accordance with the objectives and national laws of the relevant national charity, society or organisation.

The INTBAU College of Traditional Practitioners as a professional association which should directly benefit the members of the college, stands outside charity law in some countries and will remain under the control of the international organisation. Its administrative base will, if possible, be re-located in a country which can offer tax benefits to professional associations.



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