



Founded 1944

Registered pursuant to the Friendly Societies Act 1974 No. 53 SA



RECORD OF AMENDMENTS – Rules

Date	Amendment Number	Description of Amendment	Date of Incorporation
29/01/1981	1	Name of Society, Rule 2(a) Subscriptions, Rule 12 (axe)	20/01/1981
31/07/1981	2	Membership Rules	31/07/1981
31/08/1982	3	National Council: National officers	31/08/1982
21/09/1983	4	Subscriptions Overseas	23/09/1983
13/08/1986	5	Designatory letters for award of Diploma	26/08/1986
27/10/1989	6	National Council tenure of office of Chairman and Chairman Finance Committee	27/10/1989
04/10/1991	7	Life Members and Members Subscriptions	04/10/1991
11/04/1992	8	Deletion of Graduate Grade	03/06/1992
20/06/2000	9	Change Registered Address	01/08/2000
20/04/2002	10	Member and Associate Member	30/05/2002
20/04/2002	11	China-Hong Kong Affiliated	30/05/2002
20/04/2002	12	Secretary / Director	30/05/2002
01/10/2010	13	Complete Revision including renumbering, Guidance and cross referencing to Centre Handbook	16/10/2010
01/10/2010	14	Replacement of References to Registrar of Friendly Societies to Regulatory Authority	16/10/2010
01/10/2010	15	Rule 2.2 / 2.3 – Changes to registered office	16/10/2010
01/10/2010	16	Rule 4.3 – Vice Presidents Voting Rights	16/10/2010
01/10/2010	17	Rule 5.4 – Inclusion of Committee Titles	16/10/2010
01/10/2010	18	Rule 5.8 – Chairman of Council – tenure of office	16/10/2010
01/10/2010	19	Rule 7.1 – Number of Trustees	16/10/2010
01/10/2010	20	Rule 7.3 – Retirement Age of Trustees	16/10/2010
01/10/2010	21	Rule 7.8 – Number of Trustees Voting in National Committees	16/10/2010
01/10/2010	22	Rule 8.9 – Institute Patrons	16/10/2010
01/10/2010	23	Rule 8.10.3 – Patron Certificates	16/10/2010
01/10/2010	24	Rule 8.11.5 – Expulsion for disrepute	16/10/2010
01/10/2010	25	Rule 11.3 – Authority Limits for Expenditure	16/10/2010
01/10/2010	26	Rule 12.5.1 – Inclusion of EU Members	16/10/2010
01/10/2010	27	Rule 12.5.1 – Revision to Overseas Subscriptions	16/10/2010
01/10/2010	28	Rule 12.5.2 – Subscriptions for Retired Members	16/10/2010
01/10/2010	29	Rule 12.5.3 – Subscriptions & Voting Rights for Affiliates	16/10/2010
01/10/2010	30	Rule 12.5.4 – Subscriptions & Voting Rights for Patrons	16/10/2010
01/10/2010	31	Rule 13.5 – Revised Limits for Lay Audits	16/10/2010
01/10/2010	32	Rule 13.12 – Definition of Year of Account	16/10/2010
01/10/2010	33	Rule 17.2 – Institute Certificate of Exemption for Operators	16/10/2010
01/10/2010	34	Rule 21 – Expenses for Attending National Meetings	16/10/2010
01/01/2016	35	Rule 17.2 – inclusion of Competent Authority	04/2017
29/09/2018	36	Rules 10 – Editorial correction	10/2018



RECORD OF AMENDMENTS – Guidance & Centre Handbook Revisions

Date	Amendment Number	Description of Amendment	Date of Incorporation
01/12/2012	G1	Rule 8 – Additional Guidance for Rule 8.4 and 8.5	01/12/2012



CONTENTS

Section	Description	Page
0.1	Amendment Record	1
0.2	Contents	3
Rules		
1	Constitution of Society	4
2	Name of Society and Place of Registered Office	4
3	Objects and Purposes	4
4	President, Deputy and Vice Presidents	4
5	National Council	5
6	Advisory Council	7
7	Trustees	7
8	Membership	8
9	Officers	11
10	Meetings, Rights of Voting	11
11	Powers and Duties of Officers	12
12	Subscriptions	14
13	Keeping and Auditing of Accounts	15
14	Annual Returns	17
15	Inspection of Books	17
16	Investment of Funds, Holding of Land, Etc.	17
17	Examinations and Diplomas	18
18	Disputes	18
19	Voluntary Dissolution	18
20	Copies of Rules	18
21	Expenses	18
22	Rules – New and Amendments	19

ALL PREVIOUS RULES RESCINDED

In these rules, unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine, words in the singular shall include the plural and words in the plural shall include the singular.

All references relating to the Keeping of Books (whether of Minutes or Accounts) and Postal Ballots, etc., shall be taken to include use of modern technologies including – but not limited to – facsimile, electronic media and e-mail.

This document includes the official Rules of the Institute of Transport Administration

The Rules are supplemented by Guidance Notes and the Centre Handbook

The Rules are lodged with the Regulatory Authority in accordance with statutory regulation

This edition of the Rules was approved at the AGM of the Institute held on 16 October 2010



Rule 1	CONSTITUTION OF SOCIETY
	1 <i>The Society is a specially authorised Society composed of persons of either sex, and is established pursuant to the Friendly Societies Act 1974.</i>
Rule 2	NAME OF SOCIETY AND PLACE OF REGISTERED OFFICE
	1 <i>The Society shall be called the "Institute of Transport Administration" and is hereinafter referred to as the Institute".</i>
	2 <i>Its registered office shall be as published on the official web site of the Institute, www.iota.org.uk</i>
	3 <i>In the event of any change in the situation of the registered office, notice of such change in the situation shall be sent within fourteen days thereafter to the Regulatory Authority in the form prescribed, and the Institute web site updated.</i>
Rule 3	OBJECTS AND PURPOSES
	1 <i>The Institute is established for the purpose of promoting education pursuant to the special authority of 10th June, 1967, given under Section 7 (I) (f) of the Friendly Societies Act 1974, and in particular education in the principles of transport administration and their application.</i>
	2 <i>The Institute shall formulate, from time to time, standards of knowledge, training, conduct and experience requisite to the proper administration, shall register and assist persons qualified to exercise such functions, and shall encourage, with particular regard to the requirements of orders in Council consequent upon Acts of Parliament, the maintenance of such standards by its members in the practice of their professional duties.</i>
	3 <i>All monies received on account of contributions, donations, admissions, or otherwise, shall be applied by vote of the Council towards carrying out the objects of the Institute according to the Rules thereof. Any officer misapplying funds shall repay the same, and be excluded, without prejudice to his liability for prosecution for such misapplication.</i>
Guidance	Rule 3.2 includes, but is not limited to, the introduction and development of training packages designed to aid members and prospective members of the Institute in the acquisition of knowledge pursuant to their role within the transport industry and subsequent career development
Rule 4	PRESIDENT, DEPUTY, AND VICE-PRESIDENTS
	1 <i>The President and Deputy President shall be appointed annually, by invitation of the Members of the Institute, and shall hold office for a term not normally exceeding three years.</i>
	2 <i>The President and Deputy President shall become ex-officio members of any Advisory Council provided for in Rule 6, as may exist from time to time. The President or, in his absence, the Deputy President, shall preside at all General Meetings of the Institute.</i>
	3 <i>Vice-Presidents and National Officers may be appointed at the Annual General Meeting (AGM) of the Institute to hold office. Vice-Presidents will normally be elected from members who have previously held office as National Chairman and they shall retain the honorary title of Vice-President of the Institute for the duration of their membership.</i>
Guidance	Rule 4.1 At the end of their term in office, the President and Deputy President may be re-elected at the invitation of the Institute for a further three year term. They may not normally hold office for more than 6 consecutive years. Rule 4.3 The outgoing National Chairman shall normally be elevated to Vice President at the end of the AGM at the end of his term in office.
Centre Handbook	Rule 4.1 The appointment criteria for the positions of President and Deputy President are included in section A1 & A2 of the Centre Handbook.
Rule 5	Annual General Meeting



Institute of Transport Administration – Rules



1	<i>All general meetings of the Institute may be attended by all members of the Institute.</i>
2	<i>Each Corporate Member (Fellow, Member & Associate Member) shall be entitled to vote</i>
3	<i>Committee representatives – who shall hold corporate grades - shall be elected from the membership to hold office on committees and sub-committees as required to manage the Institute:</i>
4	<i>As a minimum the Institute will have three committees. Namely:</i>
4.1	<i>Finance and General Purposes (F&GP)</i>
4.2	<i>External Affairs (Ext Aff)</i>
4.3	<i>Education, Training and Membership (ET&M)</i>
4.4	<i>Each Committee to be made up of a Chairman plus four committee members.</i>
5	<i>An Executive Committee (Exec) is to be formed comprising of the National Chairman, Deputy President, National Chairman Elect and Chairmen (or nominated deputies) of the National Committees. The Director and President shall be ex-officio members of the Executive Committee without voting rights.</i>
6	<i>The Executive Committee shall have authority for all decisions that have to be made between AGMs, within the policies outlined in the Institute Handbook which supplements these Rules.</i>
7	<i>All Committee Chairmen will submit a report of their committees' activities at each AGM.</i>
8	<i>All Committee Chairmen shall have power to co-opt, from year to year, such other persons, whether members of the Institute or not, as they may think fit, provided that such other persons so co-opted who are not members of the Institute shall not exceed two in number per Committee.</i>
9	<i>The Members shall elect, annually from their own number, a National Chairman and National Chairman Elect who shall hold office for two years.</i>
10	<i>The President or, in his absence, the Deputy President Council shall have a casting vote at any general meeting of the Institute.</i>
11	<i>The National Chairman of the Executive Committee may serve a maximum of two consecutive terms in office.</i>
12	<i>The National Executive shall approve the formation of a Centre of the Institute, or a Group of members, in any area, under such conditions as it thinks fit.</i>
13	<i>Each Centre shall hold an Annual General Meeting of its members at which shall be elected a Chairman, a Secretary and Treasurer, and such other officers as are deemed necessary. A Centre Chairman may serve in office for a maximum period of three years, which may be extended at the discretion of the Executive Committee of the Institute.</i>
14	<i>In any Institute financial year, Centres may apply for a grant towards the local expenditure of such Centre or Group. The proposition to be determined by the Finance & General Purposes Committee as ratified by the Executive Committee</i>
15	<i>Save for such contributions as may be so made from the funds of the Institute, the Institute shall not be responsible for the expenditure incurred by any such Centre / Group or for any part thereof, and any excess of such expenditure over the amount which the Executive grants shall be borne and paid in equal proportions by the members of the Centre or Group concerned.</i>
16	<i>The Executive Committee may approve the formation of Sections consisting of members having mutual and special interest in certain transport or industrial problems, and may specify the roles that shall govern the activities of such Sections.</i>
17	<i>Any officer, other than a paid officer, appointed by the Members may be removed at an Annual General or Special Meeting of the Society.</i>
Guidance	Rule 5.1 Where a Centre does not have sufficient Corporate Members to form a committee, it may apply to Council for a dispensation allowing non-Corporate grades to hold office.



Rule 5.1.2 All Members of the Institute are entitled to attend Council and to enter discussion. However votes on resolutions are based on a card system with each Centre allocated a card showing its voting entitlement.

Rule 5.6 is intended to give Council the power to invite people who have specialist knowledge of their industry sector to act as advisors to the Institute for a period of time.

Rule 5.7 While preferable that nominees are attached to a Centre, this is not essential so long as they are proposed and seconded by two Centres at a meeting of National Council.

Rule 5.8 allows for the outgoing National Chairman to be re-elected to office in the event that there is no Vice Chairman to take on the mantle – this is intended to provide a stop gap in the event that the Vice Chairman Elect is unable to take up the position of Chairman and that there are no further Vice Chairmen available to step in at short notice

Rule 5.9.1 Such officers may include: Education; Press; Programme Secretary; and Journal. The Chairman, Secretary, Treasurer and National Council Representative shall normally be corporate Members while others may hold non corporate grades.

Rule 5.9.3 refers to expenditure which is not funded by the Institute. Where a Centre either spends money over its budget (unless approved by Council) or on items not covered by the Institute (e.g. expenses for observers at Council), such expenditure should be made from the Centre n^o 2 accounts which are not funded by the Institute. This money belongs directly to Centre Members. In the event that a Centre becomes dormant such funds will be handed over to the Institute to be held in trust until such time as the Centre is reactivated.

Rule 5.12 i.e. one quarter of the total number of votes that would be available if all Centres and individuals entitled to vote at National Council were in attendance

Centre Handbook

Rule 5.4.1.1 Finance & General Purposes Committee
- Terms of Reference are included at section A5 of the Centre Handbook

Rule 5.4.1.2 External Affairs Committee
- Terms of Reference are included at section A6 of the Centre Handbook

Rule 5.4.1.3 Education, Training & Membership Committee
- Terms of Reference are included at section A7 of the Centre Handbook

Rule 5.4.2 Executive Committee
- Terms of Reference are included at section A4 of the Centre Handbook

Rule 5.7 The Criteria for election to the positions of Vice Chairman and National Chairman are included at section A3 of the Centre Handbook

Rule 5.9.2 The procedures for Centre accounting including maintenance of bank accounts, accounts records and supplying management information to the Institute are included at section C6 of the Centre Handbook

Rule 5.9.3 The procedures for accounting for additional Centre accounts are included at section C6 of the Centre Handbook



Rule 6	ADVISORY COUNCIL
	<p>1 <i>An Advisory Council may be formed, to consist of persons of eminence in some field of administration, not necessarily transport, whose experienced advice the Institute may seek for its better guidance in the larger issues to be dealt with by it.</i></p> <p>2 <i>The members of such Advisory Council shall be nominated and invited to hold office by the President at the request of the Members of the Institute.</i></p>
Guidance	Rule 6.1 An advisory council may be formed to assist the Institute in some undertaking such as postal voting where external verification is required to ensure that all votes are counted.
Rule 7	TRUSTEES
	<p>1 <i>There shall be not less than three, and not more than five, Trustees appointed by the corporate members. They shall be elected individually at a General Meeting of the Institute for a period of one year.</i></p> <p>2 <i>The Trustees shall continue in office during the pleasure of the Institute, subject to successful re-election, each year, at a General Meeting of the Institute.</i></p> <p>3 <i>Trustees shall normally retire from office no later than the Annual General Meeting of Council following their 70th birthday.</i></p> <p>4 <i>Trustees may be removed from office at a General Meeting called for that purpose.</i></p> <p>5 <i>In case of a vacancy, another Trustee shall be elected by a resolution of a majority of corporate members present and entitled to vote at a meeting called for that purpose not later than the next Annual General Meeting.</i></p> <p>6 <i>A copy of every Resolution appointing a Trustee shall be sent to the Regulatory Authority within fourteen days after the date of the meeting at which such a Resolution was passed, in the form prescribed by the Treasury Regulations.</i></p> <p>7 <i>The Trustees shall be admitted to all General Meetings of the Institute, and shall be entitled to take part in the proceedings thereof, and vote individually on any proposals / matters under discussion.</i></p> <p>8 <i>The Trustees shall be admitted to all meetings of the committees appointed by the Members, and shall be entitled to take part in the proceedings thereof, and vote on any proposals / matters under discussion. However, where more than one Trustee is present at any Committee Meeting, they shall be entitled to one collective vote on any such matter.</i></p> <p>9 <i>In case any Trustee being removed from office shall refuse, or neglect, to assign or transfer any property of the Institute as the Members may direct, he shall be expelled from the Institute, and shall cease to have any claim on the Institute on account of any contributions paid by him without prejudice to any liability to prosecution which he may have incurred.</i></p>
Guidance	<p>Rule 7.1 Trustees shall be Corporate Members of the Institute – and shall normally have served on National Committees</p> <p>Rule 7.8 is intended to ensure that the Trustees – while being responsible to Council to ensure that the Executive husbands the Institute’s financial reserves appropriately – do not have a destabilising effect on the day to day running of the Institute by adversely affecting votes in Committee.</p>
Rule 8	MEMBERSHIP
	<p>1 <i>The Executive Committee of the Institute may elect as corporate members individuals who may be Fellows, Members or Associate Members and may elect as non-corporate members individuals who may be Associates, or Students. It may also admit individuals who may be Honorary Members. All recommendations are to be considered by the Education, Training & Membership prior to submission to the Executive Committee.</i></p>



2	<i>The President, Deputy President, Vice-Presidents and Trustees shall be ex-officio members of the Institute during their term of office. Wherever in the Rules the expression 'member' occurs, it shall be taken to mean and include all or any of the foregoing classes of persons within the context of use of the word 'member'.</i>
3	<i>Elevation to the grade of Fellow shall be made only at a General Meeting of the Institute on the recommendation and presentation of the candidate's biography by the Centre to which he is attached. If an applicant is not attached to any Centre, the application will be presented by the Chairman of the Education, Training & Membership Committee, or in his absence, his deputy.</i>
4	<i>Procedure for election or up-grading to the grade of Member, Associate Member or Associate, shall be by the completion of the form that may be prescribed from time to time by the Executive Committee. For initial membership, the applicant shall obtain two sponsors, desirable one being a corporate member of the Institute. The grade of membership on election or up-grading shall be recommended by the Elections Committee of the Centre to which the applicant belongs and confirmed by the ET&M Committee. The majority decision of both Committees shall be the decision of the Institute. Should there be any difference of opinion between the ET&M Committee and the Centre Committees on the grading offered, the election or up-grading shall be referred to an Arbitration Committee whose decision is final. The abbreviation (Dip) immediately following the membership designatory letters may be used by those members who have been awarded the Institute's Diploma.</i>
5	FELLOWS
5.1	<i>Election to Fellow of the Institute may be granted to persons of special distinction or eminence who are not less than 30 years of age and who have held positions of high responsibility and / or have given distinguished service to the Institute.</i>
5.2	<i>Every Fellow during his membership shall be entitled to use the initials FInstTA after his name.</i>
6	MEMBERS
6.1	<i>Persons may be elected to the grade of Member having held the grade of Associate Member for a minimum of two years. Persons who possess such educational / professional qualifications in the supervisory management of transport and / or associated professions, as approved from time to time by Executive Committee, may also be elected as Member, as may those persons who can satisfy the Institute that they hold a position of significant responsibility within the transport and distribution industry.</i>
6.2	<i>Every Member during his membership shall be entitled to use the initials MInstTA after his name.</i>
7	ASSOCIATE MEMBERS
7.1	<i>Persons may be elected to the grade of Associate Member by having held the grade of Associate for sufficient time to qualify for upgrading to corporate status or by rendering distinguished service to the Institute. Persons who possess such education, professional qualifications in the supervisory management of transport or associated professions, as approved from time to time by the Executive Committee as justifying election to corporate status, may also be elected as Associate Member. In addition, those persons who can satisfy the Institute that they hold positions at supervisory or management level within the logistics industry may also be elected as Associate Member.</i>
7.2	<i>Every Associate Member during his membership shall be entitled to use the initials AMInstTA after his name.</i>
8	ASSOCIATES
8.1	<i>Election as Associate of the Institute may be granted to persons who are engaged in transport administration, whose ability, expertise and responsibilities exceed the requirements for Students, but does not reach the required standard for Associate Membership, or persons who are engaged in occupations not involving transport administration at the time of admission to membership but which are ancillary to the logistics industry.</i>
8.2	<i>Every Associate during his membership shall be entitled to use the initials AInstTA after his name.</i>



9	STUDENTS
9.1	<i>The ET&M Committee is empowered to admit as Students persons who are above the age of 16 and who possess such qualifications as may be decided from time to time by Council.</i>
9.2	<i>Every Student during his membership shall be entitled to use the initials StInstTA after his name.</i>
10	HONORARY MEMBERS
10.1	<i>The Executive Committee is empowered to admit Honorary members and may determine the terms and conditions attached to their admission.</i>
10.2	<i>Every Honorary member during his membership shall be entitled to use the initials appropriate to the grade offered accompanied by (Hons) after his name.</i>
11	PATRONS
11.1	<i>The Executive Committee is empowered to bestow the title 'Patron' on Companies either involved in, or associated with, the logistics industry who it believes meet the high standards of professionalism and integrity that the Institute expects.</i>
12	CERTIFICATES
12.1	<i>A Certificate of membership shall be issued to each member. No charge shall be made for the original certificate, but if a duplicate is issued the member shall pay a fee not exceeding £5.00 for any fresh certificate issued to him and shall give an indemnity to the Institute against any loss or damage arising out of the loss of the original certificate.</i>
12.2	<i>Every certificate of membership is the property of the Institute, and shall be surrendered to any duly qualified officer thereof upon the death or resignation of any member or upon his name being removed from the register as hereinafter provided.</i>
12.3	<i>Patron Certificates shall be dated and valid for the calendar year of membership.</i>
13	TERMINATION
13.1	<i>Any member, provided that he is under no liability to the Institute, shall be entitled to resign his membership on giving notice in writing of his intention to so do. No notice, received more than three months after the date on which his annual subscription became due, shall relieve a member from his liability to pay in full the amount thereof, but in the event of such notice being received not later than the thirty-first day of March, the amount due from and payable by such member, shall be half of the then current subscription.</i>
13.2	<i>If any member shall fail to pay his subscription within six months of the date when it becomes due a General Meeting of the Institute may at any time thereafter, by resolution, remove his name from the register. Unless the Executive Committee, for reasons or on such evidence as it may deem adequate, resolve to waive or excuse the payment by such member of any subscription or subscriptions due from him, he shall remain liable to the Institute for all subscriptions due from him up to the time of the passing by the Members of such resolution.</i>
13.3	<i>If the name of a member shall have been removed from the register as aforesaid, the Executive Committee may, at any time reinstate, by resolution, the name of such member upon payment by such member of all subscriptions due up to the date of reinstatement or such lesser amount as the Committee may decide.</i>
13.4	<i>If it appears to the Members, whether on complaint from a member or otherwise, that the conduct of any member in his professional capacity has been such that he is no longer a fit and proper person to remain a member of the Institute, the Executive Committee may expel such member and remove his name from the register and thereafter he shall not be entitled to any of the privileges of membership.</i>
13.5	<i>Any member who shall, by their actions or omissions, bring the Institute into disrepute shall be expelled from the Institute without right to appeal.</i>



	<p>13.6 <i>Before expelling any member, the Executive Committee shall refer the case to a sub-committee who shall (excepting cases where paragraph 11.5 of this rule applies) give him an opportunity of being heard and shall give him not less than twenty-eight days’ notice, specifying the subject matter of the complaint against him, of any meeting of such committee at which it is proposed that his case shall be considered. If the member is dissatisfied with the findings of the sub-committee which shall be communicated to him in writing, he shall be entitled to appeal to a General Meeting of the Institute whose decision shall be final and conclusive and shall not be questioned in any legal proceedings and the member shall receive the like notice of the meeting at which his appeal is to be considered.</i></p>
<p>Guidance</p>	<p>Rule 8.2.2 The Arbitration Committee shall consist of the Deputy President, National Treasurer and one Trustee. The Director shall be an ex-officio member of this committee.</p> <p>Rule 8.4 & 8.5 Applicants for membership who are not directly employed in the Transport field but offer services to transport from other recognised professions (such as solicitors, accountants) who hold appropriate qualifications in their own field may be elected to the appropriate grade as if the qualifications held were transport related. For example, a Chartered Accountant may be elected MInstTA while a part qualified accountant may be elected AInstTA.</p> <p>Rule 8.11.1 Once the due date for Membership payments has passed (1st January) any Member who wishes to resign from the Institute must still pay a proportion of the membership fee appropriate to their grade of membership.</p> <p>Rule 8.11.2 is intended to give the Council the discretion to waive the annual membership fee for any member who is suffering particular financial hardship. This decision shall normally be delegated to the Director with any such dispensations confirmed by the Executive Committee and so minuted.</p> <p>Rule 8.11.6 Before any Member can be expelled from the Institute there shall be an investigation into the allegation(s) against the Member and the reasons for impending expulsion shall be explained to the Member. With the exception of cases arising from paragraph 11.5 of this rule, Members shall have a right of appeal against such expulsion.</p>
<p>Centre Handbook</p>	<p>Rule 8 Further guidance on election to the appropriate membership grades and Centre grading procedures are included at sections D2, D3 and D4 of the Centre Handbook.</p>
<p>Rule 9</p>	<p>OFFICERS</p> <p>1 <i>The Executive Committee shall have power to appoint and pay a Director, and other necessary staff, under such conditions as may be requisite, in the Committee’s opinion, to the efficient discharge of duties laid on the staff, and to terminate any or all such appointments in accordance with those conditions.</i></p> <p>2 <i>Members shall appoint a National Treasurer (Chairman of the Finance & General Purposes Committee) and Auditor annually, at an Annual General Meeting, and shall determine their remuneration, if any.</i></p> <p>3 <i>No officer in receipt of remuneration may exercise a vote at any meeting of the Institute.</i></p> <p>4 <i>Subject to appointment annually, in Annual General Meeting, a member may hold office in an honorary capacity; and on the understanding that he receives no remuneration or benefits except those to which members generally are entitled, this office will be designated as honorary and he will retain his voting power as a member.</i></p> <p>5 <i>The officers for the time being of the Institute and the Trustees for the time being acting in relation to any of its affairs, and every of them, and every of their heirs, executors and administrators, shall be indemnified and secured harmless out of the assets and funds of the Institute from and against all actions, costs, charges, losses, damages and expenses why they or any of them, their or any of their heirs, executors or administrators shall or may incur or sustain by or by reason of any act done, concurred in or omitted in or about the execution of their duty, or supposed duty, in their respective offices or trusts, except such (if any) as they incur or sustain by or through their own dishonesty or wilful neglect or default respectively, and none of them shall be answerable for the acts, receipts,</i></p>



	<p><i>neglects or defaults of the other or others of them or for joining in any receipts for the sake of conformity, or for any bankers or other persons with whom any money or effects belonging to the Institute shall or may be lodged or deposited for safe custody, or for insufficiency or deficiency or any security upon which any moneys of or belonging to the Institute shall be placed out or invested, or for any other loss, misfortune or damage which may happen in the execution of their respective offices or trusts, or in relation thereto, unless the same shall happen by or through their own dishonesty or wilful neglect or default respectively.</i></p>
Guidance	<p>Rule 9.3 remuneration relates to salaried staff. It does not include those in receipt of out of pocket expenses.</p> <p>Rule 9.6 is designed to ensure that persons handling the Institute’s finances are indemnified against personal financial risk unless they are proven to have acted fraudulently or intentionally neglected their responsibilities.</p>
Rule 10	<p>MEETINGS, RIGHTS OF VOTING</p> <p>1 <i>An Annual General Meeting, of which twenty-eight days’ notice shall be given, shall be summoned in such manner as may be directed by the Executive Committee, or the committee of a Centre as provided in paragraph 6 of this rule, and shall be held at such time and place as may be determined and all the members of the Institute shall be entitled to be present thereat. The Council may call such other General Meetings in such manner as it thinks fit.</i></p> <p>2 <i>A special meeting shall be summoned, in the same manner as an Annual General Meeting, on the receipt by the Director of a signed application to that effect from not less than forty corporate members.</i></p> <p>3 <i>Each corporate member shall be entitled to one vote, and if the votes are equal the Chairman of the meeting shall have a second and casting vote. The National Treasurer and the Auditor shall be elected at the Annual General Meeting by a majority vote of the members present at that meeting.</i></p> <p>4 <i>A postal ballot shall be conducted on any subject as directed by the Executive Committee.</i></p> <p>5 <i>Members who have not notified (to the Institute) a registered address within the United Kingdom, to which notices to them may be addressed, shall not be entitled to any notice, and all meetings, business and ballots may be held and conducted without notice to such members in the same manner, and shall have the same effect, as if notices in respect thereof had been addressed to them.</i></p> <p>6 <i>The Annual General Meetings of Centres shall be governed as set out in paragraph 1 of this rule. The Centre Chairman may permit the election to his Committee of one each of Associate and Student membership if the Centre so desires. Such non corporate members shall be entitled to vote at Centre meetings on Centre business and be permitted to hold any Centre office other than that of Chairman or Vice-Chairman or to be a member of the Elections Committee.</i></p>
Guidance	<p>Rule 10.1 The Annual General Meeting of the Institute will normally take place in March / April each year. This will allow members to discuss items which are subject to statutory reporting prior to the report being submitted to the relevant authority.</p> <p>Rule 10.4 Postal ballots shall be issued to all corporate Members of the Institute on resolutions put before a General Meeting of the Institute. Such issue will be deemed to have occurred by virtue of the ballot papers being posted on the Institute web site at least 14 days before the General Meeting. Completed ballot papers must be returned to the Director electronically by e-mail, facsimile or post no later than 48 hours before the meeting date. Where members wish to vote via e-mail or facsimile, the e-mail address or telephone number of the Member must have been pre-notified to the Director. The results of Postal Ballots shall be scrutinised by at least two Trustees to ensure all votes cast are genuine and have been counted correctly (or discounted for spoiled votes) They shall provide the Meeting with a statement to this effect prior to the Director notifying the meeting of the results. No Member who has submitted a postal vote may take part in the live vote at the Meeting without first withdrawing their postal vote.</p>



The procedure for postal votes for Council Meetings shall be as above excepting that Postal Votes shall only be accepted from active Centres rather than individual Corporate Members so long as they are received at least 48 hours before the meeting.

External bodies may be appointed to conduct postal ballots as determined by the Executive Committee on behalf of Council

Rule 11

POWERS AND DUTIES OF OFFICERS

1. *The Treasurer shall:*

1.1 *when required by an Annual General Meeting, the Trustees or Executive Committee, upon demand made, or notice in writing to him or left at his last or usual place of residence, render a just and true account of all moneys received and paid by him on account of the Institute;*

1.2 *and shall also, on like demand or notice, pay over all moneys and deliver all property for the time being in his hands or custody to such person or bank as a General Meeting, the Executive Committee or the Trustees appoint.*

1.3 *He shall be responsible for such sums of money as may from time to time be paid into his hands by the Director or by any person on account of this Institute; he shall balance his cash account monthly and supply the Director with a duplicate thereof, and shall, if required, attend every General Meeting.*

1.4 *He shall, before taking upon himself the execution of his office, give security, pursuant to Regulatory Authority Guidelines in such amount as may be determined by the Executive Committee.*

1.5 *The day to day responsibilities for keeping the Institute’s accounts shall be delegated to the Director.*

1.6 *If a Treasurer is not appointed then these duties shall be undertaken by a person designated by the Council until the office is filled.*

2 *The Director shall:*

2.1 *give his attendance at all General Meetings of the Institute and Executive Committee. He shall record correctly the names of the Members or Trustees present, and the minutes of the proceedings, which he shall record in a book to be authenticated by the signature of the Chairman at the proceedings of the meeting, a copy of the minutes of General Meetings shall be despatched by the Director to each Member of the Institute within 28 days of each meeting. Minutes of Executive Committee meetings will be forwarded to committee members within 14 days of the meeting;*

2.2 *he shall receive proposals for admission and demands for allowances of every description granted by the rules;*

2.3 *he shall keep the accounts, documents and papers of the Institute in such manner and for such purposes as the Members may appoint and shall prepare and send all returns and other documents required by the Friendly Societies Act, or the Treasury Regulations, to be sent to the Regulatory Authority.*

2.4 *The Director shall on all occasions, in the execution of his office, act under the direction, control and supervision of the Executive Committee.*

2.5 *The Director shall be responsible for such other duties as may be prescribed by the Executive Committee.*

3 *Expenditure Limits:*

3.1 *The Director shall be authorised to order goods and sign single cheques to the value of £500.00 without a second signatory where such sum is the total cost of an item. Two or more cheques may not be used to bypass the requirement for a second signatory without the written approval of at least two other signatories which may be recorded by electronic media. In addition the Director is authorised to sign off the monthly payroll.*

3.2 *The Executive Committee has an authorised limit of £1000 per transaction.*



	3.3	<i>Expenditure in excess of £1000 must be approved in advance by the Membership of the Institute at a General Meeting. Where it is not practical to wait for the next meeting such approval may be obtained electronically. Such approval shall require a written proposal of the intended expenditure including the reason for the expenditure and the expected return (not necessarily financial). Approval shall be based upon a simple majority of Members being in agreement. A response from a minimum of 10% of Corporate Members shall be required for the approval to be ratified. The Trustees shall confirm the results of the vote.</i>																		
	3.4	<i>Expenditure over £500 shall be recorded in the minutes of meetings of the Executive Committee or General Meeting. Cheques shall require two signatures – one of whom shall be the Director and the other that of the National Treasurer or Deputy President.</i>																		
	3.5	<i>Definition: A transaction is defined as either a single purchase or, in the case of on-going contracts, the total contractual spend in a calendar year.</i>																		
Rule 12	SUBSCRIPTIONS																			
	1	<i>Annual subscriptions and entrance fees shall be at amounts from time to time decided by the Executive Committee.</i>																		
	2	<i>Every subscription shall become due or renewable on the first day of January each year, and shall be payable on that date; but in the event of a member being admitted after the thirtieth day of September in any year, the subscription for the remainder of that calendar year shall be waived provided the entrance fee and annual subscriptions for the following year are paid at the time of joining.</i>																		
	3	<i>No fine or forfeiture, except as herein provided, shall be imposed upon any member.</i>																		
	4	<i>Any member who has failed to pay his subscription within 30 days of the date when it becomes due shall, ipso facto, be suspended, pending payment thereof, from all rights and privileges of membership, the member to be advised accordingly. This may ultimately result in termination of membership and the member's name being removed from the register after six months in accordance with paragraph 8.11.3.</i>																		
	5	DEFINITIONS																		
	5.1	<i>Overseas members. An overseas member is one whose residence, and/or place of employment, is outside the area designated as the British Isles and the European Union. Overseas members shall pay a subscription of such sum as may be decided from time to time by the Executive Committee but not exceeding:</i>																		
		<table style="border: none;"> <tr> <td style="padding-right: 20px;">Fellow</td> <td style="padding-right: 20px;">}</td> <td></td> </tr> <tr> <td>Member</td> <td>}</td> <td>Half UK rate</td> </tr> <tr> <td>Associate Member</td> <td>}</td> <td>plus £10</td> </tr> <tr> <td>Associate</td> <td>}</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>Student</td> <td>}</td> <td>UK Rate</td> </tr> </table>	Fellow	}		Member	}	Half UK rate	Associate Member	}	plus £10	Associate	}					Student	}	UK Rate
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	5.2	<i>Retired or Life Members shall be Members of the Institute who are normally over the age of 65, or those who have taken early retirement, and who are no longer in any form of paid employment.</i>																		
	5.2.1	<i>For members who retired from full-time employment between 1st January 1995 and 31st December 2006, the retired, or life membership, rate will be an Annual Subscription as may be decided from time to time by the Executive Committee.</i>																		
	5.2.2	<i>For members who retired from paid employment between 1st January 2007 and 31st December 2009, the annual subscription rate shall be 1/3 of the full annual subscription rate for the appropriate grade of membership or as may be decided from time to time by the Executive Committee.</i>																		
	5.2.3	<i>For members who retire from paid employment after 1st January 2010, the annual subscription rate shall be the same as that for overseas members.</i>																		



	<p>5.2.4 <i>All retired Members of corporate grade shall be entitled to vote at General Meetings of the Institute and to hold Centre and National Office.</i></p>
	<p>5.3 <i>Affiliated Members shall pay an annual fee of such sum as may be decided from time to time by the Executive Committee, but not exceeding half the full UK rate for a Member.</i></p>
	<p>5.3.1 <i>Affiliated Members shall not be entitled to vote at General Meetings of the Institute although they shall be admitted to all such meetings. Neither may they hold National Office within the UK Institute.</i></p>
	<p>5.3.2 <i>Members of China-Hong Kong Centre and Nigeria Centre shall be Affiliated members. The Centres shall pay an affiliation fee, each year, in respect of each Affiliated Member.</i></p>
	<p>5.3.3 <i>Affiliated Centres may use the Name of the Institute on all documentation, etc., in accordance with guidelines laid down by the National Committees. Such use does not imply, directly or indirectly, approval by the UK Institute.</i></p>
	<p>5.4 <i>Patrons shall pay an annual fee of such sum as may be decided from time to time by the Executive Committee on a sliding scale based on numbers of employees. Such sum not to exceed £2000 per annum</i></p>
	<p>5.4.1 <i>Patrons – unless they are also Corporate Members of the Institute – shall be entitled to attend all General Meetings of the Institute but shall have no voting rights.</i></p>
	<p>5.4.2 <i>Companies that are elected as Patrons may use the Institute logo with the descriptor ‘Patron of the Institute of Transport of Administration’ at the pleasure of the Institute.</i></p>
	<p>5.4.3 <i>Election as a Patron of the Institute shall not imply, directly or indirectly, any degree of accreditation of the Patron organisation by the Institute.</i></p>
Centre Handbook	<p>Rule 12.4 Further guidance on defaulting members is included in Section C3 of the Centre Handbook.</p>
Rule 13	KEEPING AND AUDITING OF ACCOUNTS
	<p>1 <i>The Executive Committee shall cause proper accounts of the Institute to be kept by the Director in accordance with the requirements of section 29 of the Friendly Society Act 1974.</i></p>
	<p>2 <i>A separate account shall be kept of the expenses of management and of all contributions and other moneys which may be applied to these expenses.</i></p>
	<p>3 <i>It shall be the duty of the Director to keep a copy of the last annual balance sheet and of the report of the auditor on the balance sheet always available at the registered office of the Institute.</i></p>
	<p>4 <i>The Institute shall, in each year of account, appoint a qualified auditor or, subject to paragraph 5 of this rule, two or more persons who are not qualified auditors to audit its accounts and balance sheet for that year. For the purposes of this role 'qualified auditor' means a person who is a qualified auditor under section 25 of the Companies Act 1989.</i></p>
	<p>5 <i>Subject to paragraph 7 of this rule, and to any direction given by the Regulatory Authority, the Institute may appoint as auditors two or more persons who are not qualified auditors to audit its account for any year of account if:-</i></p>
	<p>5.1 <i>the receipts and payments of the Institute in respect of the previous year of account did not in the aggregate exceed £250,000 or such sum as may be determined by the regulatory authority;</i></p>
	<p>5.2 <i>the number of its members at the end of that year did not exceed 5000 and</i></p>
	<p>5.3 <i>the value of its assets at the end of that year did not in the aggregate exceed £1,400,000 (or, in each case, such sum as may be determined by the regulatory authority).</i></p>
	<p>6 <i>Save as provided in paragraph 7 of this rule, every appointment of an auditor shall be made by resolution of a General Meeting of the Institute. Any auditor appointed, who is not a qualified auditor, shall hold the appointment until the conclusion of the next Annual General Meeting.</i></p>



7	<i>A qualified auditor appointed to audit the accounts and balance sheet of the Institute for the preceding year of account (whether by a General Meeting) shall be re-appointed as auditor of the Institute for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless :-</i>
7.1	<i>a resolution has been passed at a General Meeting of the Institute appointing somebody instead of him or providing expressly that he shall not be re-appointed or;</i>
7.2	<i>he has given to the Institute notice in writing of his unwillingness to be re-appointed or;</i>
7.3	<i>he is ineligible for the appointment as auditor of the Institute for the current year of account or;</i>
7.4	<i>he has ceased to act as auditor of the Institute by reason of incapacity.</i>
8	<i>Provided that a retiring auditor shall not be automatically re-appointed by virtue of this rule if notice of an intended resolution to appoint another person in his place has been given in accordance with paragraph 8.1 of this rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.</i>
8.1	<i>A resolution at a General Meeting of the Institute (i) appointing another person as auditor in place of a retiring qualified auditor or (ii) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Institute not less than twenty-eight days before the meeting at which it is moved. On receipt by the Institute of notice of the intention to move any such resolution the Institute shall give notice of the resolution to the members and to the retiring auditor in accordance with Sections 34 and 35 respectively of the Friendly Societies Act 1974, and shall give notice to the members in accordance with the afore-mentioned section 35 of any representations made or intended to be made by the retiring auditor.</i>
9	<i>None of the following persons shall be appointed as auditor of the Institute:</i>
9.1	<i>an officer or servant of the Institute;</i>
9.2	<i>a person who is a partner of or in the employment of or who employs an officer or servant of the Institute;</i>
9.3	<i>a body corporate.</i>
10	<i>The auditor shall, in accordance with section 38 of the Friendly Societies Act 1974, make a report to the Institute on the accounts examined by him and on the revenue account or accounts and the balance sheet of the Institute for the year of account in respect of which he is appointed.</i>
11	<i>Centre Accounts</i>
11.1	<i>Each Centre will maintain its accounts in a manner directed by the Institute which will be audited annually.</i>
11.2	<i>A copy of such accounts to be forwarded to Headquarters immediately the accounts have been ratified and not later than the 30th November annually.</i>
12	<i>Definition - Year of Account</i>
12.1	<i>The Institute's Year of Account shall run from 1st January to 31 December.</i>
12.2	<i>The accounting period for Centres shall be from the 1st October to 30th September.</i>
Guidance	<p>Rule 13 The Institute is required to produce audited accounts each year. The auditors may be either qualified (such as a Chartered Accountant) or unqualified. In the latter case these may be drawn from the Membership of the Institute elected to such role by their peers at a General Meeting of the Institute called for that purpose – this will normally be at the Annual General meeting.</p> <p>Rule 13.12 The accounting periods for the Institute and Centres are intentionally different. The purpose is to reduce the burden on Centres by allowing them to provide ONE return to the Institute which includes actual expenditure for the previous twelve months as well as an accurate budget for the coming year. This will also ensure the Institute's annual accounts are based on actual expenditure.</p>



Centre Handbook	Rule 13.11 Guidance on compilation of Centre accounts and returns is included at section B7 of the Centre Handbook.
Rule 14	<p>ANNUAL RETURNS</p> <p>1 <i>Every year before the 1st June the Director shall send, to the Regulatory Authority, an annual return relating to its affairs for the period required to be included in the return. The return shall be made up for the period beginning with the 1st January of the year preceding the year in which the return is required to be sent and ending with the 31st December then last inclusively. The return must be made in the form prescribed by the Regulatory Authority and contain such particulars as may from time to time be required by the form. A copy of the report of the auditor on the accounts and balance sheet contained in the return must be sent with the annual return in accordance with the requirements of the Regulatory Authority.</i></p> <p>2 <i>The Director shall supply gratuitously to every Member or person having just interest in the funds of the Institute, on application, either a copy of the last annual return or a balance sheet or other document, duly audited, containing the same particulars relating to the affairs of the Institute as are contained in the annual return together with a copy of the report of the auditor on the annual return or his report on the balance sheet or other document supplied in lieu of the annual return.</i></p>
Rule 15	<p>INSPECTION OF BOOKS</p> <p>1 <i>The books and accounts of the Institute shall be open to inspection by any Member or person having just interest in the funds of the Institute at all reasonable hours at the registered office of the Institute or at any place where the same are kept, and it shall be the duty of the Director to produce them.</i></p> <p>2 <i>The books of the Institute shall be available at each General Meeting of the Institute.</i></p>
Rule 16	<p>INVESTMENT OF FUNDS, HOLDING OF LAND ETC.</p> <p>1 <i>So much of the funds of the Institute as may not be required for immediate use, or to meet the usual accruing liabilities, shall, with the consent of a majority of the members of the Institute present and entitled to vote at a General Meeting, be invested by the Trustees in such of the following ways as such General Meeting shall direct:</i></p> <p>1.1 <i>Funds may be invested in deposit or savings accounts in a Clearing Bank, Building Society, The National Savings Bank, or in any Trustee Savings Bank certified under the Trustee Savings Banks Act 1863, or the Trustee Savings Banks Act 1954, or the Trustee Savings Bank Act 1969, or in public funds, or in the purchase of land, or in the erection or alteration of offices or other buildings thereon, or in any investment in which Trustees are for the time being by law authorised to invest trust funds;</i></p> <p>1.2 <i>The Institute may approve the formation of Sections consisting of members having mutual and special interest in certain transport or industrial problems, and may specify the rules that shall govern the activities of such Sections.</i></p> <p>1.3 <i>In any Institute financial year, the Executive Committee may grant towards the local expenditure of any such Group, a sum of money from the funds of the Institute, the proposition to be determined by resolution at an Executive Committee Meeting.</i></p> <p>2 <i>The Trustees, with the consent of the Executive Committee, may purchase or take on lease any land or buildings, may sell, exchange, mortgage, lease, assign or otherwise deal with the same, may alter and pull down and may rebuild or not as the Committee may approve. No purchaser, assignee, mortgagee or tenant shall be bound to inquire as the authority for any sale, exchange, mortgage, or lease by the Trustees and the receipt of the Trustees shall be a good and sufficient discharge for all moneys arising from or in connection with such sale, exchange, mortgage or lease.</i></p> <p>3 <i>Mortgages or other assurances for securing money to the Institute may be vacated by a receipt endorsed or annexed, signed by the Trustees and countersigned by the Director, in the form contained in the Fourth Schedule to the Friendly Societies Act 1974.</i></p>
Guidance	Rule 16.1.2 This shall include, but is not limited to, the IoTA Consortium for Driver CPC which shall have its own Rules for Membership. Such Rules are subordinate to The Rules of the Institute and shall be



drawn up by the F&GP Committee and may be approved by the Executive Committee without referral to the National Council.

Rule 17	EXAMINATIONS AND DIPLOMAS
1	<i>The Institute shall cause examinations to be held at such times and places as it may deem expedient, and shall have power to make, alter, amend or revoke from time to time bye-laws providing for all matters relating to such examinations, including the subjects comprised therein and the fees payable by candidates, whether in the United Kingdom or elsewhere.</i>
2	<i>The Institute may grant exemption from obtaining a CPC to any Member who meet the regulations currently in force (as determined by the Regulatory Authority) to the satisfaction of the Education, Training and Membership Committee. Such exemption shall be recorded in the minutes of Council and shall remain in force throughout the Members continuing Membership. Such exemption shall be confirmed by the issue of a Certificate for each year that the recipient maintains their Membership of the Institute.</i>
3	<i>The Institute is empowered to grant the Diploma of the Institute as the result of examination in such subjects as it may consider necessary and adequate for the purpose or on submission of a relevant thesis for publication on an original subject.</i>
Rule 18	DISPUTES
1	<i>In this Rule the expression 'dispute' includes any dispute arising on the question whether a member or person aggrieved is entitled to be or to continue to be a member or to be reinstated as a member but save as aforesaid, in the case of a person who has ceased to be a member, does not include any dispute other than a dispute on a question between him and the Institute or an officer thereof which arose whilst he was a member or arises out of his previous relation as a member of the Institute.</i>
2	<i>If any dispute arises between a member or past member or person claiming through any such member, or under the rules of this Institute and the Institute or any officer thereof, it shall be referred to the Regulatory Authority or such person as he may nominate.</i>
Rule 19	VOLUNTARY DISSOLUTION
1	<i>The Institute may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form prescribed by the Regulatory Authority.</i>
Rule 20	COPIES OF RULES
1	<i>It shall be the duty of the Executive Committee to provide the Director with a sufficient number of copies of the rules to enable him to deliver free of charge to any person on demand a copy of such rules, and it shall be the duty of the Director to deliver such copies accordingly.</i>
Rule 21	EXPENSES
1	<i>When travelling to General Meetings of the Institute and National Committee Meetings, Institute officers and National Committee Members may claim rail or air travel at the lowest available price.</i>
2	<i>Alternatively for car users, mileage at the current rate, as approved by Executive Committee from time to time, may be claimed. Road and bridge tolls, car parking costs, taxi fares and subsistence may also be claimed.</i>
3	<i>Receipts for all expenses must be attached to the claim form.</i>
4	<i>It should be noted that where members 'car share' the above expenses may only be claimed once.</i>
Centre Handbook	<i>Rule 21 Further guidance on expenses is included at section B8 of the Centre Handbook</i>
Rule 22	RULES - NEW AND AMENDMENTS
1	<i>No new rules shall be made, nor shall any of the rules herein contained or hereafter to be made or amended, altered or rescinded, unless with the consent of a majority of the members present or voting</i>



by postal ballot at a General Meeting of the members specially called for that purpose. No new rule or amendment is valid until registered with the Regulatory Authority.