

MEMORANDUM OF ASSOCIATION  
ARTICLES OF ASSOCIATION  
AND REGULATIONS OF  
THE IRISH INSTITUTION OF SURVEYORS

Second Edition 2011

Published by:  
The Irish Institution of Surveyors  
36 Dame Street, Dublin 2, Ireland

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## MEMORANDUM OF ASSOCIATION

1. The name of the company is "The Irish Institution of Surveyors".
2. The objects of the Institution are:
  - (a) To provide a central organisation for surveyors generally to do all such things as from time to time may be considered to elevate their status and safeguard and advance their interests and procure their general efficiency and proper professional conduct, with a view to ensuring the existence of a class of surveyors who can be relied upon as being trustworthy and duly qualified to perform their responsible duties.
  - (b) To promote and maintain a high standard of professional competence and practice in the fields of:
    - i. Spatial Data Acquisition, which includes, Land Surveying, Engineering Surveying, Mine Surveying, , Geodetic Surveying, Cadastral Surveying, Cartography, Hydrographic Surveying and Remote Sensing;
    - ii. Spatial Information Management which includes the integration, analysis, storage and maintenance of spatial information
    - iii. Land Management which includes the operation of national land administration systems for land tenure, land value, land use and land development;
  - (c) To maintain a proper standard of conduct and ethics among its members and to encourage its members to give professional service strictly within ones particular competence;
  - (d) To promote the acquisition of knowledge that pertains to the practice and science of those branches of surveying listed above or such new branches as may be developed;
  - (e) To provide for the continuing professional development and education of its members;
  - (f) To promote, protect and represent the interests of member surveyors;
  - (g) To act generally on behalf of the Institutions members in negotiations, representations, publicity, collection and dissemination of information to include the formation of any databases, scrutiny of proposed or existing legislation and other activities connected with or of interest to members and to the services provided by members to the public;
  - (h) To promote the use of technology and systems generally amongst the Institutions members for the improvement of the service provided by the members to the public;
  - (i) To acquire a shareholding in any limited company or corporate body for the purpose of increasing the efficiency of the Institution;
  - (j) To provide for the better definition and efficiency of Surveyors by a system of issuing certificates to members and by establishing and maintaining a register of holders of certificates so issued to members;
  - (k) To provide opportunities for communication amongst members and to collect, store and disseminate amongst the members information with regard to all matters relating to surveying or to the practice, duties and obligations of surveyors by affording facilities for the reading of papers and by the delivery of lectures, the circulation of papers, journals or other publications, the formation and maintenance of a library, the provision of information online or otherwise

- (l) To afford a means of arbitration for settling disputes or questions between members of the Institution or between members and third parties;
- (m) To ascertain the law relating to surveying and to report on cases for information of members and to take steps to obtain or to assist any person to obtain legal advice upon or the judicial determination of, any question of general importance or interest to the members provided always that the Institution shall not commit any breach of the law relating to maintenance or champerty;
- (n) To purchase or otherwise acquire any lands or buildings to be used as an office, institute, college, lecture hall or meeting room or for any other purpose of the Institution and generally to hold, sell, lease, deal with and dispose of any property real or personal or interest therein in such a manner as may be required by the Institution;
- (o) To borrow or raise money and to issue debentures or other securities for the purpose of securing any debt or obligation of the Institution, to mortgage and charge all or any part of any property of the Institution;
- (p) To amalgamate, affiliate or co-operate with or subscribe to any Association, Society or Corporation in any part of the world, whose objects are in general respects similar to the objects of this Institution provided that this Institution shall not amalgamate or affiliate with or subscribe to any Association, Society or Corporation, which shall not prohibit the distribution of its income and property by way of dividend or otherwise amongst its members to an extent at least as great as is imposed upon this Institution by virtue of clause 3 hereof;
- (q) To apply, petition for or promote any Act of the Oireachtas, Charter or other authority with a view to the attainment of the above objects or any of them;
- (r) To do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.

Provided that the Institution shall not support with its funds or endeavour to impose on or procure to be observed by its members or others any regulation or restriction which if an object of the Institution would make it a Trade Union.

3. The income and property of the Institution, whencesoever derived, shall be applied solely towards the promotion of the objects of the Institution as set forth in this Memorandum of Association, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Institution.

Provided that nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Institution, or to any member of the Institution, in return for any services actually rendered to the Institution, nor prevent the payment of interest at a rate not exceeding five per cent per annum in money lent or reasonable and proper rent for premises demised or let by any member to the Institution; but so that no member of the council of the Institution shall be appointed to any salaried office of the Institution or any office of the Institution paid by fees, and that no remuneration or other benefit in money or monies worth shall be given by the Institution to any member of such council, except payment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Institution; provided that the provision last aforesaid shall not apply to any payment to any company of which a member of the council of the Institution may be a member, and in which such member shall not hold more than one-hundredth part of the capital, and such member shall not be bound to account for any share of profits s/he may receive in respect of any such payment.

4. No addition, alteration or amendment shall be made to the objects of the Company such that there would be non compliance with the requirements of Section 24(1)(a) and (b) of the Companies Act

1963 as provided for in the provisions of this Memorandum of Association for the time being in force unless the same shall have been previously submitted and approved by the Registrar of Companies.

5. The third and fourth paragraphs of this Memorandum contain conditions to which a licence granted by the Registrar of Companies to the Institution in pursuance of section 24 of the Companies act, 1963 is subject.
6. The liability of the members is limited.
7. Every member of the Institution undertakes to contribute to the assets of the Institution in the event of its being wound up while s/he is a member, or within one year afterwards, for payment of the debts and liabilities of the company contracted before s/he ceases to be a member, and the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding €1.27.
8. If upon winding-up or dissolution of the Institution there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Institution, but shall be given or transferred to some institution or institutions, not formed or carrying out business for profit, and having objects similar to the Institution to be determined by the members of the Institution at or before the time of dissolution, or, in default thereof, by such judge of the High Court of Justice as may have or acquired jurisdiction in the matter, and if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.
9. True accounts shall be kept of the sums of money received and expended by the Institution, and the manner in respect of which such receipt and expenditure takes place, and of the property, credits and liabilities of the Institution, and subject to any reasonable restriction as to time and manner or inspecting the same that may be imposed in accordance with the regulations of the Institution for the time being, shall be open to the inspection of the members. Once at least in every year the accounts of the Institution shall be examined and the correctness of the balance sheet ascertained by one or more properly qualified Auditor or Auditors.

We, the several persons whose names and addresses are subscribed, wish to be formed into an Institution in pursuance of this Memorandum of Association.

#### **NAMES, ADDRESSES, AND DESCRIPTIONS OF SUBSCRIBERS**

1. Mr BRENDAN ARRIGAN, MIS, M.MIL,  
Managing Director, Arrigan Geo Surveyors,  
Unit 2 Technology Park, Parkmore, Galway
2. Mr ANDY McDONALD, PLS, MIS  
Managing Director, McDonald Surveys Ltd,  
Brewery Business Park, Dundalk, Co. Louth
3. Mr BRENDAN SWEENEY, BE, FIS  
Managing Director, Hempenstall Surveys Ltd,  
Unit 8, Kinsealy Business Park, Kinsealy, Co. Dublin
4. Ms ÁINE MARTIN, BSc., MIS  
Consultant Surveyor, Atlas Computers Ltd.,  
15 Moyville Lawns, Taylors Lane, Rathfarnham, Dublin 16
5. Ms SUSANNE SCHMIDT, MSc. MIS  
Manager Geomatics & GIS Laboratories,  
Department of Spatial Information Sciences,  
Dublin Institute of Technology, Bolton Street, Dublin 1

6. Mr AIDAN GLEESON, BE., MIS  
Director, FCG Engineering & Project Management Ltd.  
St. John's Lane, Athy, Co. Kildare
7. Mr KIERON GOUCHER, Dip. Geo-Surv., FIS  
Survey & IT Manager, Irish Archaeological Consultancy Ltd.,  
120b Greenpark Road, Bray, Co. Wicklow
8. Mr RAYMOND MURPHY, Dip. Geo-Surv, MIS  
Managing Director, Murphy Surveys Ltd.,  
Kilcullen Business Campus, Kilcullen, Co. Kildare
9. Dr PADDY PRENDERGAST, BSc., PhD, FIS  
Lecturer, Department of Spatial Information Sciences,  
Dublin Institute of Technology, Bolton Street, Dublin 1
10. Mr DAVID REILLY, BSc.,  
6 Glen Ellen Crescent, Swords, Co. Dublin,

DATED THE 14<sup>th</sup> DAY OF APRIL 2011

Witness:

## ARTICLES OF ASSOCIATION

### 1. PRELIMINARY

1.1 In these Articles:-

'The Act' means the Companies Act, 1963 (NO.33 of 1963).

'The Institution' means The Irish Institution of Surveyors.

'The Council' means the council of the above Institution.

'The Secretary' means the person appointed to perform the duties of the Secretary of the Institution.

'A listed discipline' shall be one of those disciplines listed in the objects clause of the Memorandum of Association.

1.2 The Institution shall have the power to make such bye-laws, regulations, rules and orders and to introduce such procedures to facilitate the operation of the Institution's Articles as shall seem necessary, convenient and proper for the proper regulation and good government of the Institution and of the members and council thereof, and generally for the proper management of the affairs of the Institution, provided that no bye-law, regulation, rule, or order shall constitute a substantive alteration or amendment of these Articles

1.3 Any addition, alteration or amendment to these articles shall be set down by way of motion to an Annual General Meeting or an Extraordinary General Meeting of the Institution. Details of such a motion shall be made known to the members at the same time as notice of the meeting is given.

1.4 Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and any other modes of representing or reproducing words in a visible form.

1.5 Unless the contrary intention appears, words or expressions contained in these Articles shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which these Articles become binding on the Institution.

### 2. MEMBERSHIP

2.1 The membership of the Institution shall consist of nine classes, namely Students, Probationary members, Trainees, Technical members, Associates, Professional members, Corporate members, Fellows and Honorary members.

2.2 A Student shall be a person pursuing an approved fulltime course in a listed discipline at a recognised University or College of higher education.

2.3 A person shall be eligible for election as a Probationary member upon meeting the examination or qualification requirements as laid down in Article 2.10.

2.4 A Trainee shall be a person employed with a surveyor on a work experience basis who shall be eligible to become a Technical Member on completion of the requirements as set out in Regulation 4 of the within Articles.

- 2.5 Every Technical Member shall be more than 21 years of age. No person shall be eligible for election as a Technical Member without first having met the examination or qualification requirements as laid down in Article 2.12 and having completed 2 years full time practical experience in an approved employment or an equivalent period in an approved part-time employment.
- 2.6 The following qualifications shall be deemed acceptable with regard to clause 2.5 above:
- (a) A DIT or NCEA Certificate in Geo-Surveying of the Dublin Institute of Technology.
  - (b) Parts 1 and 2 examinations of the Royal Institution of Chartered Surveyors in the Geomatics Division (previously known as the Land and Hydrographic Division).
  - (c) A certificate (2 years) issued by a recognised third level College or Institution following the successful completion of a full-time course or its part-time equivalent in any of the listed disciplines.
- 2.7 Every Associate shall be more than 21 years of age. No person shall be eligible for election as an Associate without first having met the examination or qualification requirements as laid down in Article 2.11 and having completed 2 years full time practical experience in an approved employment or an equivalent period in an approved part-time employment.
- 2.8 The following qualifications shall be deemed acceptable with regard to clause 2.7 above:
- (a) A certificate (2 years), diploma (3 years) or bachelor degree (4 years) issued by a recognised University or College of higher education following the successful completion of a full-time course or its part-time equivalent in a discipline closely related to any of the listed disciplines.
- 2.9 Every Professional member shall be more than 21 years of age. No person shall be eligible for election as a Professional member without first having met the examination or qualification requirements as laid down in Article 2.10 and having completed 2 years full time practical experience in an approved employment or an equivalent period in an approved part-time employment. Applicants seeking election or transfer to Professional member shall also undergo a professional interview.
- 2.10 The following qualifications shall be deemed acceptable with regard to clause 2.9 above:
- (a) A BSc. degree in Geomatics from the Dublin Institute of Technology.
  - (b) The final examinations of the Royal Institution of Chartered Surveyors in the Geomatics Division (previously known as the Land and Hydrographic Division).
  - (c) A degree awarded by a recognised University or College of higher education following the successful completion of a full time course of not less than four years duration or its part-time equivalent in any of the listed disciplines.
  - (d) Through experience, service and demonstrated ability, the council may approve the promotion of an Associate member or a Technical member to Professional membership, or approve the direct election to Professional membership of other suitably qualified persons.
- 2.11 A Corporate member is defined as Survey Companies that
- (a) Provide any of the services included in the fields of surveying listed in clause 2(a) of the Memorandum of Association of the Irish Institution of Surveyors;
  - (b) Have a Fellow or Professional Member as an owner, a director, or as a member of the senior management team. Fellows or Professional Members practicing as sole practitioners

or in partnerships are also accepted. The Institution reserves the right to reject applications to register as Corporate Members;

- (c) Have Professional Indemnity Insurance cover;
- (d) Commit to uphold the Institution's Regulations, Guidelines and Code of Professional Conduct.

- 2.12 The criteria for election as a Fellow of the Institution are set out in Regulation 3.
- 2.13 Honorary members shall be persons upon whom the council may see fit to confer an honorary distinction.
- 2.14 The designation of members by distinguishing initials or words shall be as follows: - Every Fellow shall be entitled to use after his name the initials FIS (Fellow of the Irish Institution of Surveyors). Every Professional member shall be entitled to use after his name the initials MIS (Professional Member of the Irish Institution of Surveyors). Every Associate shall be entitled to use after his name the initials AIS (Associate of the Irish Institution of Surveyors).
- 2.15 The names of all professional and non-professional members shall be entered on the Membership Register of the Institution.
- 2.16 Every Fellow and Professional member and Associate shall upon payment of the first subscription due from him under Article 2.23 or within a reasonable time thereafter, receive a Diploma of membership and shall so long as s/he remains a member be entitled to retain his Diploma from year to year subject to the provisions of these Articles.

## **ELECTION, RESIGNATION, AND RE-ADMISSION OF MEMBERS**

- 2.16 A candidate for election as Student member shall furnish to the Secretary a completed application form, together with documentary proof of current attendance at an approved full-time course at a recognised University or College of higher education.
- 2.17 A candidate for election as Probationary member shall furnish to the Secretary a completed application form, with documentary proof in the form of Diplomas, Certificates, etc. of having passed the required examinations or achieved the required qualifications as laid down in Article 2.10, together with the required entrance fee and the first years membership subscription or part thereof as laid down in regulations.
- 2.18 A candidate for election as a Professional member or as an Associate member, shall having completed the required period of professional experience, furnish to the Secretary a completed application form, evidence of the required period of professional experience as laid down in Regulation 2 in the form of a written declaration from an approved employer, and if the candidate is not already a Probationary member of the Institution shall furnish documentary proof in the form of Diplomas, Certificates etc., of having passed the required examinations or achieved the required qualifications, together with the required entrance fee. The application should be supported by two Professional members of the Institution who are satisfied to support the application. The candidate shall attend a professional interview in the form laid down by Regulation 2.
- 2.19 A Fellow shall be elected by a simple majority in a vote on a duly submitted motion as per Regulation 3 at a General Meeting of the Institution.
- 2.20 An Honorary member shall be elected by a simple majority in a vote at a General Meeting of the Institution at the recommendation of council.

- 2.21 Each member may by notice in writing to the Secretary resign his membership after payment of all sums due from him in respect of subscriptions or otherwise.
- 2.22 On such resignation under Article (2.18) or lapse under Article (2.28) or expulsion the council shall demand and may sue for the return of any Diploma issued to such member, and the member's name shall be removed from the membership register and he shall not be entitled to use any designation or description which implies membership or former membership of the Institution.
- 2.23 Each person who has ceased to be a member by virtue of Articles 2.18 and 2.28 may apply for re-admission and the council may approve such re-admission under such conditions as it may see fit to impose.

### **ENTRANCE FEES AND SUBSCRIPTIONS**

- 2.24 The amount of entrance fees and annual subscriptions shall be set from time to time by council.
- 2.25 Any non-practising or retired member who has reached the age of 65 years and who has paid annual subscription for at least 12 years may claim exemption from further annual subscriptions.
- 2.26 Each subscription shall be payable in advance and shall become due on the first day of January each year.
- 2.27 A person elected to any class of membership after the 31st day of March in any year shall pay only a proportion of his subscription for that year; that is to say, if elected in the months April, May or June, he shall pay three quarters of the annual subscription; if elected in the months July, August or September he shall pay one half; if elected in the months October, November or December he shall pay one quarter.
- 2.28 As all applications must be accompanied by the relevant fees and subscriptions, the above rates shall be taken to apply to the date of application. If election does not take place until a subsequent period, the relevant refund will be credited to the members' subsequent annual subscription.
- 2.29 Each member shall be liable for the payment of his annual subscription until he has submitted his resignation in writing to the Secretary or unless he has been expelled from the Institution. A member shall remain liable for any subscription which fell due prior to the date of his resignation or expulsion. On such resignation or expulsion the council shall demand and may sue for any arrears of subscription and costs.
- 2.30 Each member whose subscription for the current year has not been paid before the first day of July shall be in arrears of subscription and his rights of membership as defined in these Articles shall be suspended until the arrears have been paid. The member's rights as regards holding the Institution's Diploma, use of designatory letters and descriptions and inclusion on the Institution's membership register shall not be affected by this Article.
- 2.31 If a member shall be in arrears of subscription on the 1st December, his name shall be removed from the register of members by the council and he shall thereupon cease to be a member.

### **3. OFFICERS AND COUNCIL OF THE INSTITUTION**

- 3.1 The council shall be the governing body of the Institution. It shall consist of:

The President  
The Vice President

The Immediate Past-President  
The Honorary Secretary  
The Honorary Treasurer  
Four Ordinary Members

- 3.2 Council shall meet as often as the business of the Institution requires, but not less than four times per year.
- 3.3 Council shall have the power to make such rules, regulations and orders as it sees fit for the good and efficient running of its own affairs and for the good and efficient running of the Institution, subject to the provisions of Articles 1.2 and 1.4.
- 3.4 Council shall have the power to create sub-committees, and delegate to such sub-committees such powers as it deems appropriate for the efficient running of the Institution. Such sub-committees shall hold office and operate subject to the bye-laws. Bye-laws, subject to the provisions of Article 1.2, may be proposed by council and put to an Annual General Meeting or an Extraordinary General Meeting of the Institution by way of motion.
- 3.5 The President, Vice-President, Honorary Secretary and Honorary Treasurer shall be the officers of the council.
- 3.6 The term of office of members of the council with the exception of the President shall be from the time of their declaration of election at an Annual General Meeting or Extraordinary General Meeting until the declaration of election of a new council at the first subsequent Annual General Meeting or Extraordinary General Meeting.
- 3.7 Any member of council may resign from the council by giving notice in writing to the Secretary.
- 3.8 In the event of the position of an officer of council falling vacant between elections, council may appoint a member from its own number to fill the vacancy.
- 3.9 Any vacancy arising in the council between elections may be filled by co-option by the council.
- 3.10 The members of the council or any sub-committees set up by council or any paid official of the Institution shall be indemnified out of the funds and property of the Institution from or against all costs, charges, damages and expenses whatsoever, which they or any of them shall sustain by reason of their respectively accepting office, or acting in execution or the duties or powers imposed upon or given to them by the Memorandum and Articles of Association, bye-laws, rules, regulations and orders of the Institution, provided in the case of a paid official that such costs, charges, damages and expenses are not occasioned by his/her own wilful neglect or default.

#### **4. MEETINGS**

- 4.1 All General Meetings of the Institution shall be held in the State.
- 4.2 Subject to Article 4.1, the Institution shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting of the Institution and that of the next.
- 4.3 So long as the Institution holds its first Annual General Meeting within 18 months of its incorporation, it need not hold it in the year of its incorporation or in the following year. Subject to Article 4.1 the Annual General Meeting shall be held at such time and at such place in the State as the council shall appoint.

- 4.4 Not less than 21 days notice shall be given of an Annual General Meeting
- 4.5 The President or in his absence the Vice-President shall preside at all General Meetings of the Institution. In the case of the absence or unwillingness to act of either of these officers such other members present who are entitled to vote at the General Meeting in question as may be selected by resolution of the members presiding.
- 4.6 A quorum shall not be required for an Annual General Meeting.
- 4.7 The business of the Annual General Meeting shall be: to receive and deliberate upon the Annual Accounts; to receive and deliberate upon the Annual Report of council; to elect the members of council for the ensuing year; to consider proposals for the election of Honorary members and Fellows; to consider and vote upon such motions as may be submitted to the meeting in accordance with Article 4.8.
- 4.8. Motions to be voted on at Annual General Meetings shall be presented by the council, and notification of the text of such motions shall be notified to each member not less than 21 days before the date of the Annual General Meeting.
- 4.9 Any member who is not in arrears of their annual subscriptions as laid down in Article 2.27 may attend, speak at, make nominations for election to council, be nominated for election to council, and vote at General Meetings of the Institution.
- 4.10 Nomination for election to council shall be made by three members. Each nomination shall be on the prescribed form which must show the written consent of the member nominated, and must be delivered to the Secretary of the Institution at least 15 minutes before the commencement of the Annual General Meeting.
- 4.11 The council shall be elected by ballot of all the members in attendance at the Annual General Meeting. Voting shall be by secret ballot, a simple majority being required for election. Where there is only one nomination for any of the positions as officers of council the person so nominated is deemed to be elected without ballot. Where the number of nominations for ordinary members of council is equal to or less than the number of vacancies to be filled the persons so nominated are deemed to be elected without ballot.
- 4.12 The immediate Past-President shall be a member of council ex-officio.
- 4.13 Council shall appoint 2 scrutineers but in no case may an outgoing member of council or a candidate in the election be a scrutineer. The Secretary may attend the counting of votes.
- 4.14 Such scrutineers shall certify and report the result of the ballot to the Annual General Meeting. The chairman will thereupon declare the members of the new council, both those elected and those returned unopposed to be duly appointed and the outgoing council will cease to hold office at this point.
- 4.15 An Extraordinary General Meeting shall be called at any time:
  - (a) By resolution of the council or;
  - (b) On the written requisition of 10 or more members, provided that the requisition to call such meeting states the motion or motions moved.
- 4.16 Except by agreement between the council and the members requiring such a meeting, an Extraordinary General Meeting shall be held not earlier than 21 days or later than 40 days following the receipt of such requisition. Under no circumstances shall the notice be less than 21 days.

- 4.17 Notice of time and place and date of an Extraordinary General Meeting shall be posted or emailed to each member at least fourteen days prior to such meeting and such notice shall also state the motion or motions to be moved thereat.
- 4.18 No other motions except that on which due notice has been given shall be considered at an Extraordinary General Meeting, or an Annual General Meeting, unless its subject matter is relevant to or dealing with the subject matter of the stated motion or motions.
- 4.19 Fifteen members shall constitute a quorum for an Extraordinary General Meeting.
- 4.20 If within 30 minutes after the time fixed for the holding of an Extraordinary General Meeting a quorum is not present the meeting shall be dissolved.
- 4.21 Voting at such a meeting shall be by show of hands. A secret ballot shall be required if 10% of those entitled to vote present request it.
- 4.22 A simple majority shall decide any issue unless otherwise provided in these Articles.

## **5. ACCOUNTS**

- 5.1 The council shall cause proper books of accounts to be kept relating to:
- (a) All sums of money received and expended by the Institution and the matters in respect of which the receipt and expenditure takes place;
  - (b) The assets and liabilities of the Institution.
- 5.2 The books of accounts shall be kept at the office of the Institution or, subject to section 147 of the Act, at such other place as the council think fit, and shall at all reasonable times be open to the inspection of the members of council and the professional auditors.
- 5.3 The council shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Institution or any of them shall be open to the inspection of members not being members of council, and no member (not being a member of council) shall have any right of inspecting any account or book or document of the Institution except as conferred by statute or authorised by the council or by the Institution in General Meeting.
- 5.4 The council shall lay before the members at each Annual General Meeting:
- (a) An income and expenditure account giving a true and fair view of the income and expenditure of the Institution for the period of the preceding financial year;
  - (b) A balance sheet giving a true and fair view of the state of the financial affairs of the Institution as at the end of the preceding financial year;
  - (c) A report with respect to the Institution's financial affairs.
- 5.5 Auditors shall be appointed and their duties regulated in accordance with sections 160 to 163 of the Act.
- 5.6 Not less than 21 days before the date of an Annual General Meeting at which annual accounts are to be laid before the Institution a copy thereof and of the report of the auditors shall be sent to each member entitled to receive notice of the meeting.

- 5.7 The financial year for the purpose of the Institution's accounts shall be from the 1st of January to the 31st of December of each calendar year.

## **6. CONDUCT OF MEMBERS AND DISCIPLINARY ACTION**

- 6.1 Any member of the Institution contravening the provisions of these Articles, bye-laws, code of professional conduct, rules, or regulations of the Institution, or conducting himself in a manner which, in the opinion of the council, is derogatory to the profession or to his professional character, or who shall engage in any occupation which, in the opinion of the council, is inconsistent with the profession of a surveyor, will be liable to reprimand, suspension, or expulsion in such a manner as may be laid down in the bye-laws, code of professional conduct or any complaints procedure operated by the Institution. Any member convicted of a felony shall cease to be a member of the Institution.

## **7. PROPERTY AND NOTICES**

- 7.1 The property and effects of the Institution of all kinds whatsoever are vested in the members in accordance with the Memorandum and Articles of Association for the furtherance of the objects of the Institution.
- 7.2 The property of the Institution shall be under the control and management of the council, but the council shall not sell or otherwise dispose of, or mortgage or encumber the property or effects of the Institution, nor enter any lease or agreement on for a longer term than five years, nor surrender any lease of agreement without the sanction of a motion, passed by the members gathered in General Meeting.
- 7.3 The Institution shall have a common seal which shall be kept by the Secretary and shall be affixed to any document only on the resolution of the council and each impression of the seal shall be valid only if attested in writing by the President and Secretary and/or such persons as they may respectively appoint.
- 7.4 A notice may be served by the council upon any member either personally or by sending it (whether as a separate communication or included in or with one or more of the publications of the Institution) through the post addressed to him at his postal address or emailed to him at his email address recorded by the Institution.
- 7.5 Any notice sent by post or email shall be deemed to have been served at the expiry of seventy two hours after it was posted or emailed, and in proving such service it shall be sufficient to prove that the notice or the packet containing it was properly addressed and posted or sent.
- 7.6 A member whose recorded address is not within the State shall not be entitled to any notice, and all proceedings may be had and taken without notice to such a member in the same manner as if he had received due notice.

## REGULATION 1

1 - 2008

### CONTINUING PROFESSIONAL DEVELOPMENT

In the interest of maintaining high and up-to-date levels of professional knowledge among the members of the Institution, the following updated **Continuing Professional Development** (CPD) regulations will come into force on the 1st of January 2011.

Each member is required to achieve a minimum of 5 points per annum, averaged over the immediately preceding three year period. No more than 50% of the CPD requirement can be fulfilled by product training.

Failure to maintain the required level of CPD will invoke reprimand and the initiation of a 1 year cautionary period, starting at the reprimand date. During that year the shortfall must be rectified and the current year's CPD requirement must also be fulfilled.

Failure by a member to fulfil his/her CPD requirement within the cautionary period will lead to termination of membership in accordance with Article 6.1 of the Institution's Articles of Association. Re-election to membership will be automatic once the deficit has been removed and re-election is requested.

CPD activities include the following:

- writing of articles and technical papers (for IIS News, GI-related publications or learned journals)
- presentation of lectures or seminars in IIS-approved areas of activity
- providing mentorship or participating in professional interviews for IIS members involved in the process of membership upgrade
- attendance at full or part-time courses (including instructor-led, correspondence and distance learning) in IIS-approved areas of activity
- attendance at approved lectures, seminars, or meetings (including IIS annual, extraordinary, commission, working group or council meetings)
- carrying out relevant expert witness work.

A distinction is made between development/education activities and specific product training (either software or hardware). Product training qualifies for CPD points at a reduced rate to those listed in the following. A sub-group of IIS EduCOM will annually define and publish CPD points (via the IIS newsletter and websites) for a range of training courses and events. Activities and training not included in the approved list will be considered upon application. Applications should ideally be made in advance of undertaking the activity to ensure approval as relevant CPD.

For CPD/Education activities points will be awarded as follows:

- writing an article or technical paper 4 points
- presentation of a lecture or seminar 3 points
- participation in IIS working groups, 3 points commissions or mentoring programmes
- sitting on an IIS interview board 2 points
- attendance at a full day course or seminar 2 points
- attendance at a lecture, meeting or 1 point seminar lasting one half-day or less
- expert witness work Upon application



## REGULATION 2

2 - 2008

### **GUIDELINES FOR PROFESSIONAL INTERVIEWS ON ELECTION OR TRANSFER TO THE GRADE OF PROFESSIONAL MEMBER**

*Note: It is assumed that candidates are familiar with the relevant clauses of the Institution's Articles of Association relating to eligibility for applying for election or transfer to the grade of Professional member of the Irish Institution of Surveyors.*

#### **1. The Professional Interview**

- 1.1. The purpose of the Professional Interview is to assess whether or not the candidate has acquired sufficient competence as a result of education, continuing professional development and experience to enable him/her to function as a professional in the surveying or geographic information industries. Experience is defined as the knowledge, perception, understanding and skill required in undertaking tasks and assignments by following correct procedures over an extended period. The Professional Interview is intended to provide an opportunity for the candidate to satisfy the Council that, in addition to academic qualifications, he/she possesses the necessary professional competence to justify transfer or election to Professional membership of the Irish Institution of Surveyors.
- 1.2. Candidates are required to submit four paper copies and a digital copy in .pdf or MS Word format of the Professional Report to the Institution. This is intended to provide the Interview Panel with comprehensive information concerning the candidate's professional development and experience. The Professional Report should incorporate certification from the candidate's employer(s) as to the required period(s) of professional experience as laid down in clause 2.15 of the Articles of Association.
- 1.3. The Council will examine each candidate's Professional Report and determine whether or not the continuing professional development and experience being claimed and presented is of sufficient merit to justify being granted a Professional Interview. The principal criterion of such assessment is to establish that the information provided in the Professional Report is a satisfactory basis upon which the Interview Panel can make a judgement as to the professional competency of the candidate.
- 1.4. Initially the candidate will be asked to speak about his/her career for approximately fifteen minutes. Subsequently, via a question and answer session, the Interview Panel will set out to establish additional details of the candidate's practical experience and the degree of responsibility given to the candidate in their career to date. Candidates should assume that the members of the Interview Panel have read and are familiar with the content of their Professional Report. Candidates will be expected to be familiar with the Institution's Code of Professional Conduct. The Interview will extend over a period of not more than one hour.
- 1.5. The Interview Panel normally consists of three senior members of the Profession, selected by the Council of the Institution, who act on behalf of the Council and are, as far as possible, from the same broad area of expertise as the candidate. All members of the Interview Panel will be Professional Members or Fellows of the Irish Institution of Surveyors.
- 1.6. Candidates will be given reasonable notice of the arrangements for the Professional Interview, which will normally be held three times per year in various locations throughout the country. Candidates will be notified of the outcome of the Interview as soon as possible, normally within four weeks.

## **2. The Professional Report**

- 2.1. The Professional Report consists of (a) a Summary of Career Details, (b) a Report on Continuing Professional Development and Experience.
- 2.2. The Summary of Career Details should set out in chronological order, and in tabular form, details of the candidate's surveying or geographic information education, continuing professional development and experience. The summary should commence at the date on which the candidate completed secondary education and give details of third level education together with the inclusive dates of each period of continuing professional development and experience. It should include any period(s) devoted to surveying or GI-related work, to holiday or practical employment involving surveying or GI-related work and to any post-graduate study or research.
- 2.3. The Professional Report on Continuing Professional Development and Experience should be between 1000 and 1500 words in length. It should be in chronological sequence from time of graduation, should be written in the first person singular, and should fully detail the surveying and/or GI tasks undertaken by the candidate during his/her career to date. It should explain clearly the precise job function(s) with level or grade which the candidate has held in each post and the degree of personal responsibility assigned to him/her. Individual reference should be made in the Report to the candidate's employers or immediate supervisors who have been responsible for supervising or monitoring his/her practical training, giving their names, positions held and their grade of membership, if any, in the Irish Institution of Surveyors (or in a related professional body or institution).

## REGULATION 3

**Revised 2011**

### **PROCEDURE FOR ELECTION TO FELLOW**

#### **1 Invitations**

Professional members may be invited for election to Fellow by the IIS President

#### **2 Qualification Requirements**

Nominations for election to Fellow shall be required to:

- 2.1 Normally possess high educational qualifications (masters degree),
- 2.2 Occupy a senior position in the Surveying or Geographic Information sectors, and
- 2.3 Have made noteworthy contribution to the Surveying or Geographic Information sectors in Ireland.

#### **3 Nomination Procedure**

- 3.1 Candidates may be nominated for consideration by the President by two existing Fellows of the Institution, or by the council.

#### **4 Acceptance Procedure**

- 4.1 President to present his list of nominations to Council for ratification.
- 4.2 President to present his list of ratified Fellows to an Annual General Meeting for acceptance.

## REGULATION 4

3 - 2008

### PROGRESSION BETWEEN MEMBERSHIP CLASSES

The number of years of GI/survey related experience may be reduced on a case-by-case basis depending on the number of CPD points gained, particularly from academic courses with ECTS, Fetac or equivalent accreditation.

#### **Trainee -> Technical**

- 2 years GI/survey experience
- Double CPD point collection for 1 year of approved upgrade courses
- Mentoring by Professional Member or Fellow for 1 year

#### **Student -> Probationer**

- Graduation from an honours degree course in a Geomatics or GI-related discipline (Spatial Data Acquisition, Spatial Information Management, and Land Management)

#### **Associate -> Professional**

- 3 years GI/survey experience
- Double CPD point collection for 1 year of approved upgrade courses
- Professional interview after 1 year

#### **Probationer -> Professional**

- 2 years GI/survey experience
- Standard CPD point collection of approved upgrade courses during probation period
- Mentoring by Professional Member or Fellow for 2 years
- Professional interview after 2 years

#### **Technical -> Professional**

- 4 years GI/survey experience
- Double CPD point collection for 2 years of approved upgrade courses
- Mentoring by Professional Member for 2 years
- Professional interview after 2 years

#### **Professional -> Fellow**

- As defined by Regulation 3 of the Articles of Association.