ARCHITECTS ASSOCIATION OF BOTSWANA

CONSTITUTION OF THE ARCHITECTS’ ASSOCIATION OF BOTSWANA

PREAMBLE

Because of the need to nurture and develop the Profession and Practice of Architecture in Botswana, the architects of this country have joined together to establish the ARCHITECTS’ ASSOCIATION OF BOTSWANA.

1 NAME

The name of the Society shall be the Architects’ Association of Botswana, and ishereinafter referred to as the Association.

2 INTERPRETATION

The following words and expressions shall have the following meanings:-

a) "Association" shall mean the Architects' Association of Botswana.

b) "Executive Committee" shall mean the governing body of the Association appointed in terms of this Constitution.

c) Words signifying the singular shall include plural or vice versa and words signifying the masculine shall include the feminine unless they appear specifically otherwise from the context.

d) "Member" shall mean a member (of any type) of the Association.

3 OBJECTS

a) To promote the advancement of and to facilitate the acquisition of knowledge in the profession of Architecture.

b) To promote the general interests of the profession and to encourage Batswana to enter the profession.

c) To regulate the profession in the public interest.

d) To seek to obtain, and subsequently to maintain registration of both the title and practice of Architecture in Botswana.

e) To maintain good relations with other professional bodies in Botswana and with similar professional bodies in other countries.

4 SITUATION

The Association shall be administered from Gaborone. This shall not preclude the formation of branches of the Association situated in other localities of the country.

5 MANAGEMENT

a) The affairs of the Association shall be managed by a governing body to be known as the "Executive Committee".

The Executive Committee shall have the power, on behalf of the Association to:

i) acquire by purchase, gifts, by way of donation, bequest or otherwise, and hold, possess and manage property both movable and immovable.

ii) lease and rent any property on such terms as they shall think fit.

iii) open an account at any bank, savings bank or building society operating in Botswana, effect any payment into such account or withdraw any sum therefrom.

iv) set the amount of, and ensure that the annual subscription for the various classes of member are fully paid, and that other returns, pertaining to member or class of members, are made.

v) appoint such representatives as they shall deem fit to represent the Association at any professional or social event/activity in Botswana or abroad.

vi) sue or be sued, implead or be impleaded under the name of the AAB.
viii) appoint employees, either permanent or temporary, for such duties and at such remuneration as they deem necessary.
ix) the Executive Committee shall not be entitled to commit the Association by purchase or otherwise in excess of 75% of funds currently held, unless a two thirds majority at a general meeting or an Extraordinary General Meeting shall so authorise
x) The Executive Committee may make such regulations and form such sub-committees as they deem necessary for good management of the Association, in the furtherance of the objects thereof, and in accordance with the constitution, provided that all such regulations shall be ratified by a simple majority of the members present at the next Annual General Meeting. No further action shall be taken under a regulation which is not ratified provided an alternative is adopted at the A.G.M., but no power will exist to revoke actions taken in good faith by the Executive Committee under an un-ratified regulation.
xi) The Executive Committee who shall all be full members of the Association shall comprise the following officers who shall be elected for a two (2) year term at each alternate AGM.

The President of the Association
Vice-President
Secretary
Vice-Secretary
Treasurer

and additional members to be not more than four, one of whom shall be the immediate outgoing President. Office bearers must have served on the Executive Committee for at least one (1) year to be eligible for election. Should a Branch be formed under clause 15, its members shall be entitled to elect one further member of the Executive committee as their representative every two years.

b) The Executive Committee shall meet regularly and at least six times a year, the quorum at such meetings shall not be less than half the members of the Executive Committee, one of whom shall either be the President or Vice-President.

6 DUTIES
a) President
i) shall chair all general or Executive Committee or Member Practice Sub-Committee meetings, at which he is present.
ii) shall call annual, extraordinary, Executive Committee or member practice meetings at appropriate times and intervals and
iii) shall conduct such meetings in a proper and orderly manner, within the level of responsibility delegated to such meetings.
iv) shall ensure that an auditor is appointed every year.
vI) shall be one of the four members nominated by the AAB for membership of the Architects Registration Council.

b) Vice President
i) shall act as President in all meetings at which the President is not present and
ii) shall assume such duties as may from time to time be assigned to him/her by the President and/or Executive Committee.

c) Secretary
i) shall draw up minutes of the proceedings of all General and Executive Committee meeting of the Association.
ii) keep the records which contains therein:
   a) the names and address of each member and member practice, and the class of membership held.
   b) such other particulars as the Executive Committee may require and
iii) shall be the sole custodian of the records of the Association and keep such records in an orderly manner.
iv) shall be responsible for the collection of all mail and for tabling same at Executive Committee meetings and shall expeditiously carry out any correspondence entrusted to him by the Executive Committee.

d) Vice—Secretary
   i) act as Secretary in the absence of the Secretary and
   ii) perform such duties as may from time to time be delegated to him/her by the Secretary.

e) Treasurer
   i) shall keep proper books of accounts of the Association.
   ii) effect or accept any payments.
   iii) give full valid discharge for any debt and sign any receipts thereto.
   iv) pay into the Association's Bank account as soon as possible all monies entrusted to him on behalf of the Association save and except where he/she is authorised by the Executive Committee to keep such monies as petty cash.
   v) prepare the Association's annual accounts at least one month before the AGM each year and at such other time as the Executive Committee may require.
   vi) prepare and circulate at the AGM each year for ratification by the members, a budget for the forthcoming year-outlining anticipated revenue and expenditure.
   vii) in conjunction with the President or other officer authorised by him, sign all cheques for the Association's bank account.

f) Additional Members
   shall perform all such duties assigned to them by the Executive Committee and or by the President.

7  

**MEMBERSHIP**

a) The membership of the Association shall consist of the following:
   i) Honorary Members
   ii) Full Members
   iii) Associate Members
   iv) Student Members
   v) Technician Members
   vi) Retired Members

b) An Honorary Member:
   i) Membership shall be by the invitation of the Executive Committee after obtaining prior approval by ballot of the full members of the Association.
   ii) May take part in all activities and General Meetings and make use of all facilities provided by the Association except those which the Executive Committee considers are privy to full members of the Association.
   iii) Shall possess no right to voting or intervening in the affairs of the Association and shall not be liable to pay any subscriptions to the Association.

c) A full member shall be elected by the Executive Committee of the Association upon being proposed and seconded by two full members and shall possess one of the following qualifications:

   either

   i) normally have passed the final examination at the end of a minimum four-and-a-half Academic years full time study in Architecture as may from time to time be approved by the Executive Committee, and have at least three years approved post qualification practical experience in the profession, at least two of which shall have been in Botswana.
ii) hold the professional qualification of such recognised professional institute or body as may be approved by the Executive Committee from time to time and with the same level of experience as required in item (i) above.

The Executive Committee may from time to time draw up regulations which amplify the above but the normal criteria for the acceptability of an exam or professional qualification shall be their conferring in the country of obtaining such exam or qualification, the ability to practice as an Architect and to obtain Registration as an Architect (where such Registration exists). Such regulations may also stipulate what constitutes approved practice and means of recording same and method of submission to the Executive Committee.

The Executive Committee may at its discretion delegate a subcommittee the task of establishing the eligibility of and the class of membership of an applicant, and of approving an Associate’s practical experience. The Executive Committee shall not without good cause fail to ratify the decision of such a subcommittee. All applications for membership, or upgrading of class of membership, must be decided and replied to within 3 months of receipt of such application.

Such membership subcommittee shall comprise a maximum of five members at least two of whom shall be members of the Executive Committee.

d) An Associate shall be elected by the Executive committee upon being proposed and seconded by two full members and shall be a person who has passed an examination or holds a qualification referred to in paragraph (C) above, who is in the process of acquiring the approved practical experience therein referred to. An Associate will have the right to apply to become a full member on completion of the practical experience referred to in 7 (c) (i) above after such experience is approved by the Executive Committee.

e) A student Member shall be elected by the Executive Committee upon application to the Secretary and shall be a person following approved training to become an architect.

f) A Technician Member shall be elected by the Executive Committee on application to the Secretary (such application to be countersigned by his employer) and shall hold an approved qualification as a technician and be in full-time employment either in a private firm of architects or in any architects’ department of a local authority or government agency. Proof of employment shall be submitted every year.

g) Associate, student and technician members shall be entitled to attend general meetings and ordinary meetings of the Association, but student members and technician members shall have no right to vote at these meetings.

h) A retired member:
   i) shall be a member who has formally retired from practice but who wishes to continue his connection with the Association.
   ii) shall attain such status, on production to the Executive committee of satisfactory proof that he has retired from practice.
   iii) shall pay one-half of the current annual subscription for the class of membership he held before retirement or such less amount as the Executive Committee may deem fit in the circumstances of each specific case. He shall continue to hold the rights and privileges of the class of membership he enjoyed immediately before retiring.

i) Any member wishing to resign from the Association shall submit his resignation to the secretary. The resignation shall take effect fourteen (14) days from the date of receipt by the Secretary of such notice. In the case of a member of the Executive Committee two month’s
notice shall be required so as to facilitate a smooth hand-over to the new Executive Committee member and to answer any queries which may arise. The President is entitled to co-opt another member on to the Executive Committee in the event of a committee member's resignation.

j) Subscriptions
   i) are payable annually (see clause 14)
   ii) any person who resigns or is removed from membership shall not be entitled to a refund of his subscription, or any part thereof, or any monies contributed by him at any time.

k) The Executive committee will support the formation and operation of subcommittees for members of a particular class of membership. Minutes of such meetings shall be sent to the secretary who shall table matters raised by such a subcommittee at the following Executive Committee meeting.

8 MEMBER PRACTICES
a) In addition to individual membership of the Association there shall exist membership of the Association by professional firms of architects, who shall be termed Member Practices of the Architects’ Association of Botswana.

b) While the Executive Committee shall from time draw up the regulations setting out the requirements to become and remain a member practice, in general a firm of architects who satisfy the following criteria:
   i) The majority of partners (or directors in a limited liability company) shall be full members of the Association.
   ii) The firm shall provide the Executive Committee of evidence of its financial integrity, whether by practising as an unlimited partnership or company with sufficient assets, or under limited liability with sufficient professional indemnity as the Executive Committee shall deem necessary, or a combination of the two.
   iii) Shall pay such annual subscription as the Executive Committee shall decide will be eligible for election by the Executive Committee as a member practice of the Association. Membership will be subject to renewal every two years.

c) Each Member Practice shall nominate one person as delegate to attend on its behalf meetings of the Member Practices Subcommittee (MPSC) of the AAB, and meetings of the MBPSC shall be held at the Chairman's discretion or within two weeks of him receiving a request for such a meeting signed by three delegates. Such meetings shall be chaired by the Association President and shall appoint its own secretary to prepare and distribute minutes, and shall be attended by the delegates plus up to two additional members of (and nominated by) the Executive committee who shall not have a vote at these meetings.

d) The quorum of such a meeting shall be 60% of the member practices. A simple majority shall carry all decisions, the Chairman to hold a casting vote. Such decisions as are taken will, subject to the same AGM ratification as an Executive Committee Regulation, be binding on all member practices and on individual members and will be circulated to all full and associate members within one month of a decision, under the title "Decision of the Member Practice Subcommittee", numbered and dated.

e) Meetings of the MPSC shall be convened to consider and decide such items as conditions of engagement, and other matters which pertain to firms of architects in practice. MPSC meetings may give a mandate to the chairman and one delegate to present them in any meeting or negotiation with another body.
f) Member Practices shall be entitled to use the seal of the Association and the designation "Member Practice of the Architects' Association of Botswana" on their stationery and on their site notice boards.

f) The President may defer an item raised at an MPSC meeting to the following meeting of the Executive Committee for their opinion on the MPSC'S rights to decide on such a matter and the Executive Committee's decision on such rights will be final and binding on the MPSC.

9 DESIGNATION
a) a full member shall be entitled to use after his name the initials M.A.A.B.

b) An Associate shall be entitled to use after his name the initials A.A.A.B.

10 ANNUAL GENERAL MEETING
a) The Annual General Meeting of the Association shall be held, unless extraordinary circumstances prevent, in the first quarter of each year on such date and at such place as the Executive Committee shall appoint. Reports by the President and Treasurer shall be presented at the Annual General Meeting. And the financial year shall end on 31st December.

b) The annual general meeting shall be convened by notices addressed by the Secretary to all Members and posted not less than twenty-five clear days prior to the date thereof; such notice shall include an Agenda for the meeting, and a copy of the Annual Accounts.

c) The quorum for an Annual General Meeting shall be 50% of the full members resident in Botswana including at least two-thirds of the members of the Executive Committee. In the event of the meeting not being quorate, the President will organise a further meeting where the quorum shall be reduced to the members present.

d) If the meeting, be it executive, annual general, extraordinary general or ordinary, be adjourned for whatever reason members present at the time of such adjournment shall decide on the venue, time and date of the resumption of such and the Secretary shall then accordingly make arrangements for such a resumption and inform members who were not present at the time of adjournment.

e) Electoral Officer
An electoral officer shall be chosen at the annual general meeting.
   i) He shall at all times be the sole person responsible for conducting elections.
   ii) He shall run the Association's affairs after the dissolution of the Executive Committee during the elections.

f) The business of the Annual General Meeting shall be to receive, deliberate upon and accept the report of the Executive Committee and the audited Annual Accounts, to elect the officers and member of the Executive Committee, (when due), to elect an Auditor and to deliberate and vote on such motions as the Executive Committee shall have included or been asked to include in the Agenda sent out with the convening notice.

g) Any member wishing to put down a motion for discussion at the Annual Meeting shall submit it in writing to the secretary at least five days before the date of the Annual General Meeting; provided, however, that nothing in this clause shall prevent a member present at an Annual General Meeting from proposing during the course of the Meeting an amendment to any motion included in the Agenda or duly notified as set out above to the secretary.

h) A motion of no confidence against a member of a subcommittee, the Appellant Body or the Executive Committee, or against a Subcommittee, the Appellant Body or the Executive Committee may be brought in accordance with 10 (g) above or 11 below.
In the event of such a motion being successful the affected party shall undertake a proper hand-over to his successor or a designated body within fourteen (14) days.

i) Voting shall be by show of hands, or by ballot if so demanded by the majority of members present. In case of equality of votes, the person presiding shall have a casting vote.

j) Proxy Voting at General Meetings
When a Full Member or Associate is representing another by proxy he shall have in his possession at the Meeting a written statement signed by the Full Member or Associate not present setting out:
  i) the name of the Full Member or Associate to whom the proxy vote is given;
  ii) the date and place of the meeting:
  iii) the resolution upon which a proxy vote is given.
  iv) whether the proxy vote is to be affirmative negative or discretionary.

11 EXTRAORDINARY GENERAL MEETING
a) Extraordinary General Meetings shall be held at such times and places as the Executive Committee may decide, either when requested to do so by one quarter of the Full and Associate members Resident in Botswana in writing, or upon their own discretion, but so that any such meeting is held within thirty five days of the receipt of such a request or the reaching of such a decision.

b) Any notice by one-quarter of Full and Associate Members in Botswana requesting an Extraordinary General Meeting shall set out in full the motion which they intend to put to such meetings.

c) The Secretary shall convene an Extraordinary General Meeting by notice in writing to all members. The convening notice shall give twenty days notice and shall include an agenda for the meeting, which shall set out any motion which is to be put to the meeting.

d) A quorum shall be as for an Annual General Meeting, as shall be the voting procedures.

12 ORDINARY MEETING
Ordinary meetings, for social and/or cultural purposes may be called from time to time by the secretary on the decision of the Executive Committee. Ordinary Meetings shall be convened by notice in writing to all members. Members may invite guests to attend ordinary meetings.

13 AUDITOR
a) Shall be a member of the Accountant's Institute of Botswana who has been appointed at an Annual General Meeting to audit the Association's books.

b) After auditing of the said books the auditor will present his report and opinion to the Executive Committee.

14 ANNUAL SUBSCRIPTION
a) All Members shall pay annual subscriptions when due to the Association, at amounts for the various categories of membership which shall be fixed by the Executive Committee from time to time to be ratified by a majority of members present at the AGM.

b) A member whose subscription is two (2) consecutive years in arrears shall cease to be a member of the Association, provided that he shall be sent a reminder by registered mail after three months by the Treasurer. The Executive Committee shall have the power to waive payments/arrears or time limitations for deserving individual cases.
c) A member elected after the 1st January in any year shall not be liable to pay an annual subscription for the period up to the following AGM.

d) The Executive Committee may fix entrance subscriptions which shall be payable upon election to membership of the Association and transfer subscription which shall be payable upon a member being elected to a different class of membership.

e) Member practices shall pay an annual subscription as set by the Executive Committee. Item (b) above shall apply as regards late payment. No power shall exist for the Executive Committee to waive payment in respect of Member Practices.

15 DEEDS
Every deed, act or Document relating to the Association shall be signed by the President and the Secretary.

16 BRANCHES
Branches of the Association in different parts of Botswana may be formed subject to the approval of the Executive Committee, who may issue regulations governing the powers and responsibilities of such branches.

17 PROFESSIONAL CONDUCT
All member shall conform to the Rules of Professional Conduct which the Executive Committee (in accordance with clause 4b) may from time to time make by regulation or as stipulated in an Architects Registration Act. These Regulations shall be published and sent to a new member on his election.

18 DISCIPLINE
The Executive Committee shall have the power to caution, reprimand or expel from the Association any member or member practice who, in the reasonable opinion of the Executive Committee, is found to have contravened rules of professional conduct made by the Executive Committee or such binding decisions as may have been enacted at a meeting of the MPSC. Provided that the Executive Committee shall, before exercising their powers under this subsection, notify the member or member practice concerned in writing, by registered letter, of the complaint, and they shall be asked if they wish to submit a written or verbal explanation to the Executive Committee until the expiry of this period of sixty days. The powers of the Executive Committee under this subsection can only be exercised by the unanimous decision of a quorum or two-thirds majority of the Executive Committee Members in attendance whichever shall be the greater after hearing/considering both the complaint, and the members explanation and the relevant regulation or decision of the MPSC.

19 APPELLANT BODY
a) There shall be elected at the Annual General Meeting an Appellant Body of three (3) preferably Retired Members, otherwise Full Members who are not in the Executive Committee.

b) It shall be independent of the Executive Committee and shall have the power to co-opt up to two non-members of the Association.

c) It shall elect from amongst its members a Chairman and a Secretary.

d) It shall hear appeals arising out of decisions taken under Sections 7 (Membership) and 8 (Discipline) which appeals shall be lodged in writing within thirty (30) days after receipt, in writing, of such decisions.

e) Before considering an appeal as described in (d) above, the appellant body shall request a written statement from the Executive Committee as to reasons for its decision. The appellant
body shall consider such statement, the basis of the appeal and the relevant section of this
constitution before reaching its decision which shall be binding.

20 **AFFILIATION**
The Association may affiliate itself to any local or international body which in the opinion of the
Executive Committee would assist to fulfil items 2 (b) (Objectives). Such affiliation shall be
sought by the Executive Committee subject to ratification by simple majority at an AGM or EGM.

21 **SEAL OF THE ASSOCIATION**
The seal of the Association consists of circle with the name “ARCHITECTS ASSOCIATION OF
BOTSWANA” arranged concentrically to that circle, with a quadratic graphic image constructed
of triangles, some filled and some open.

22 **AMENDMENT OF CONSTITUTION**
No amendment shall be made to this Constitution except by two-thirds majority of the Full
Members present or represented by proxy at an Annual or Extraordinary General Meeting and
shall be subject to approval by the Registrar of Societies.

23 **DISSOLUTION**
a) The Association shall only be dissolved at an Extraordinary General Meeting called for that
purpose at which three quarters of the votes cast are in favour of a resolution to this effect. If no
quorum is obtained, the proposal to dissolve the Association shall be submitted to a further
Extraordinary General Meeting which shall be held one month later at which the quorum shall
be the members present.

Notice in writing of this meeting shall be posted to all members of the Association at least 21
days before the date of the meeting.

b) The dissolution shall be subject to the law existing at that time.

c) When the dissolution of the Association has been effected in accordance with the law and
this constitution, no further action shall be taken by the Executive Committee in connection with
the aims of the Association other than to notify the trustees of known existing assets and
liabilities of the Association. Any cash in hand shall be paid to the trustees.

d) In the event of dissolution, the bank in which the Association's monies are deposited shall act
as trustees and liquidator and shall wind up the affairs of the Association in accordance with the
law, any residual assets should be kept in trust account by the trustees for a period of sixty (60)
months, if at the expiry of the said period a similar professional body shall have been registered
in law the accrued residual assets shall be donated to it. If on the other hand, no such similar
professional body shall have been registered in law at the expiry of the said period the accrued
residual assets shall be donated to a charitable organisation of repute.

24 **INTERIM STEERING COMMITTEE**
OMITTED
ARCHITECTS ASSOCIATION OF BOTSWANA

CODE OF ETHICS AND RULES OF PROFESSIONAL CONDUCT OF THE ARCHITECTS' ASSOCIATION OF BOTSWANA

PREAMBLE
Members of the Architects Association of Botswana (AAB) are governed by the Constitution and these Rules and Regulations, in addition to the general laws of Botswana.

The object of this Code of Professional Conduct is to establish the standard of Professional Behaviour required of the Members of the AAB in the interests of the Public.

The Code comprises Principles and Rules.

Further Rules may be made by the Executive Committee of the AAB from time to time, and the general membership so informed.

Throughout this Code the term "Member" means an elected member of the AAB. The term "Architect" means a full member of the AAB. The term "Client" means the person or body corporate or incorporate with whom the Member makes an agreement for the provision of professional services «

A Member may be required to account for his professional conduct. If upon investigation, a breach is found, the Member will be liable to Disciplinary Action which may result in his expulsion from the AAB.

In this Code, the female is implied in the use of any male term; the plural is implied in any singular use or vice-versa.

PRINCIPLE ONE
A Member shall discharge his duties to his Client in an efficient and competent manner, and shall have a proper regard for the interests of both those who commission him and those who may be expected to use or enjoy the product of his work.

PRINCIPLE TWO
A Member shall avoid action and situations inconsistent with his professional obligations, or likely to raise doubts about his integrity.

PRINCIPLE THREE
A Member shall rely only an ability and achievement as the basis for his advancement.

PRINCIPLE FOUR
A Member shall not knowingly attempt to supplant another Member from an engagement.

PRINCIPLE FIVE
A Member shall not promote his professional services in a manner which praises his own work, or which is not true and factual, or brings disrepute to the Profession.

GENERAL RULES
RULE 1
A Member when accepting an engagement, whether by an agreement for professional services or other form of employment shall know, define and understand beyond reasonable doubt the terms of the engagement including the scope of responsibilities and any limitations of liability.

RULE 2
A Member shall arrange that the work of his office and any branch office is under the control of a resident Architect.

RULE 3
A Member shall not sub-let work without the prior agreement of his client nor without defining the changes in the responsibilities of those concerned.

RULE 4
A Member shall act impartially in all cases in which he is acting between parties.

RULE 5
A Member shall declare to any prospective Client any business interest the existence of which, if not so declared, might raise doubts about his integrity.

RULE 6
A Member shall not simultaneously practice as an independent Architect and have an interest in a company engaging in building-related activities such as contracting, manufacturing or supplies of materials.

RULE 7 (pending)
A Member may carry out the independent functions of an Architect or any similar independent functions in relation to a building contract in which he or his employer is a party to the contract, provided an independent qualified authority oversees the discharge of the service during the building contract.

RULE 8
A Member shall not have as a partner or co-director in his firm any person who is disqualified for membership of the AAB or any other Professional Institution by reason of expulsion under the relevant disciplinary regulation, nor any person who is qualified to register as an Architect in accordance with any Architectural Registration Act but has not done so.

RULE 9
A Member shall not take discounts, commissions, gifts or bribes as an inducement to show favour to any person or body; nor shall he recommend or allow his name to be used as recommending any service or product in advertisements.

RULE 10
A Member shall not improperly influence the granting of planning permission, building consents or any statutory approvals.

RULE 11
A Member who has been appointed as an assessor for any competition shall not subsequently act in any other capacity for the work except as arbitrator between the promoters and selected Architect.

RULE 12
A Member shall keep proper financial records for professional purposes.

RULE 13
A Member shall not give discounts, commissions, gifts or other improper inducements to attract clients.
A Member shall not solicit for work through touting or under false pretences.

RULE 14
A Member shall not quote a fee without invitation from the prospective Client and without sufficient information to enable the Member to know the nature and scope of the project and the services required.

RULE 15
A Member shall not give or revise a fee quotation to take account of a fee quoted by another Architect for the same service.

RULE 16
A Member shall not without the consent of the Executive Committee of the Association knowingly submit price proposals under circumstances that constitute competition for professional work based on fees.

RULE 17
A Member shall not imply skills not attested to by his or his associates’ qualifications.

RULE 18
A Member, on being approached to undertake work which he knows that another Architect has been engaged on, shall notify that Architect.

RULE 19
A Member shall not accept an invitation to make a professional evaluation of another Architect’s work without first informing that Architect.

RULE 20
A Member shall display on all letterheads of his practice the name or names and qualifications of the Principals, Partners or Directors thereof who are registered Architects, and list separately those who are not Architects, and shall describe the services rendered by the practice.

RULE 21
A Member shall not enter any Architectural competition which the AAB has declared to be unacceptable.

RULE 22
A Member shall not practice as a limited liability company without sufficient professional Indemnity Insurance, the minimum amount of which shall from time to time be determined by the Executive Committee.

RULE 23
The Executive Committee shall from time to time publish fee scales.

RULE 24
A Member shall ensure that all information issued by him in a professional capacity in his practice is clearly attributable to the source.

RULE 25
A Member shall notify the Executive Committee of the Association within 30 days of the establishment or dissolution of any Practice of which he is a member.