

Certified true copy dated  
Adopted at the Annual General Meeting  
Amended (Regulation 32) by resolution of the Board of Trustees  
Amended by resolution of the Board of Trustees

10<sup>th</sup> July 2008  
30<sup>th</sup> June 2017  
21<sup>st</sup> April 2020  
XXXX

## **REGULATIONS**

of

### **THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING**

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#### **Commencement of Regulations**

1. These Regulations made in pursuance of the Bye-Laws of The Chartered Institute of Plumbing and Heating Engineering (hereinafter called the Bye-Laws) shall come into operation on the adoption thereof by the Institute.

#### **Meaning of Words used in Regulations**

2. Words used in these Regulations shall have the same meaning as in the Bye-Laws.  
"Insignia" means all and any logos, coats of arms, badges, emblems or designatory letters (from time to time) that signify membership of, or an association with, the Institute.

#### **MEMBERSHIP Abbreviated Titles**

3. According to his grade of membership, a member shall be entitled to the exclusive use after his name of those designatory letters specified in the Bye-Laws.

#### **Fellows (FCIPHE)**

4. The Board of Trustees shall be entitled to enrol as a Fellow either:
  - (a) any applicant who can prove to the satisfaction of the Board of Trustees that he has had applicable experience in one or more aspects of plumbing and heating engineering and who holds, and has for the previous last three years held, a responsible position in a technical, professional or managerial capacity in connection with one or more aspects of plumbing and heating engineering and who meets

the requirements for registration either as a Chartered Engineer (CEng) or Incorporated Engineer (IEng) as specified in UKSPEC or such future standards issued from time to time by the Engineering Council;

or

- (b) any applicant who can prove to the satisfaction of the Board of Trustees that he has reached a level of competence in one or more aspects of plumbing and heating engineering at either Levels 5 or 4, as defined in Appendix A of the Schedule to these Regulations.

#### **Honorary Fellows (Hon. FCIPHE)**

- 5. Honorary Fellowship may be conferred by not less than three fourths of the Board of Trustees on such distinguished and eminent persons who either shall have rendered to any aspect of plumbing and heating engineering or to the Institute such services as, in the opinion of the Board of Trustees, are worthy of the distinction of Honorary Fellowship or whose membership is considered by the Board of Trustees to be desirable in the interests of plumbing and heating engineering. Those so admitted shall be known as Honorary Fellows, but their Honorary Fellowship shall not be inconsistent with their holding any other class of membership for which they may at any time be qualified nor shall it deprive them of the rights and privileges nor freedom from the liabilities (including the payment of subscriptions) attaching to any such class.

#### **Members (MCIPHE)**

- 6. The Board of Trustees shall be entitled to enrol as a Member either:
    - (a) any applicant who can prove to the satisfaction of the Board of Trustees that he has had applicable experience in one or more aspects of plumbing and heating engineering and who is engaged in a professional, technical or supervisory capacity in connection with one or more aspects of plumbing and heating engineering and who meets the requirements for registration as an Engineering Technician (EngTech) as specified in UKSPEC or such future standards issued from time to time by the Engineering Council;
- or

- (b) any applicant who can prove to the satisfaction of the Board of Trustees that he has reached a level of competence in one or more aspect of plumbing and heating engineering at Level 3, as defined in Appendix B of the Schedule to these Regulations.

#### **Honorary Members (Hon. MCIPHE)**

7. Honorary Membership may be conferred by not less than three fourths of the Board of Trustees on persons who either shall have rendered to any aspect of plumbing and heating engineering or to the Institute such services as, in the opinion of the Board of Trustees or a Branch, are worthy of the distinction of Honorary Membership or whose membership is considered by the Board of Trustees or a Branch to be desirable in the interests of plumbing and heating engineering. Those so admitted shall be known as Honorary Members, but their Honorary Membership shall not be inconsistent with their holding any other class of membership for which they may at any time be qualified nor shall it deprive them of the rights and privileges nor freedom from liabilities (including the payment of subscriptions) attaching to any such class of membership.

#### **Associates (ACIPHE)**

8. The Board of Trustees shall be entitled to enrol as an Associate any applicant who can prove to the satisfaction of the Board of Trustees that he has reached a level of competence in one or more aspects of plumbing and heating engineering at Level 2, as defined in Appendix C of the Schedule to these Regulations.

#### **Companions (CompCIPHE)**

9. The Board of Trustees shall be entitled to enrol as a Companion any applicant who, being an individual, shall prove to the satisfaction of the Board of Trustees that he is engaged in or connected with an allied or kindred field to plumbing and heating engineering and supports the aims and objectives of the Institute but does not hold a qualification which will lead to a level of competence as defined in the Schedule to these Regulations. A Companion shall pay such fees and have such privileges as the Board of Trustees may from time to time determine.

A Companion who offers his services to the public in whatever form may not use the Institute's Insignia.

## Apprentices

10. The Board of Trustees may enrol as an Apprentice any applicant who can prove to the Board's satisfaction that he:

- (a) has reached a level of competence in one or more aspects of plumbing and heating engineering at Level 2, as defined in Annex C to these Regulations; or
- (b) is currently studying for an accredited qualification in plumbing and heating engineering.

An Apprentice shall cease to be enrolled as an Apprentice on the 31<sup>st</sup> December in the year after he becomes eligible for enrolment in another grade of membership or at the expiration of 5 years from the date of his enrolment as an Apprentice, whichever period is the shorter, unless the Board of Trustees allows him to continue to be enrolled as Apprentice. An Apprentice shall pay such fees and have such privileges as the Board of Trustees may from time to time determine. An Apprentice who offers his services to the public in whatever form may not use the Institute's Insignia.

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## Trainee (Graduate)

10. The Board of Trustees shall be entitled to enrol as a Trainee (Graduate) any applicant who proves to the satisfaction of the Board of Trustees that he is a Trainee who is studying for a craft or graduate (degree) qualification which will lead to a level of competence as defined in the Schedule to these Regulations. A Trainee (Graduate) shall cease to be enrolled as a Trainee on the 31<sup>st</sup> December after he becomes eligible for enrolment in another grade of membership or at the expiration of 5 years from the date of his enrolment as a Trainee, whichever period is the shorter, unless the Board of Trustees shall allow him to continue to be enrolled as a Trainee (Graduate). A Trainee (Graduate) shall pay such fees and have such privileges as the Board of Trustees may from time to time determine.

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## Industrial Associates

11. The Board of Trustees may enrol as Industrial Associates such plumbing and heating engineering product manufacturers, distributors, suppliers and other business, professional, trade or service organisations as will, in the opinion of the Board of Trustees, support the aims and objectives of the Institute.

In the case of Industrial Associates who are plumbing and heating engineering product manufacturers or distributors, enrolment as an Industrial Associate shall

not imply or confer any endorsement of the quality of their products or services. They shall pay such fees and have such privileges as the Board of Trustees may from time to time determine. Industrial Associates may only use the Institute's insignia if authorised in writing to do so by the Board of Trustees, which may impose such terms and conditions as it thinks fit.

#### **Approved Training Centres**

12. (a) The Board of Trustees may enrol as Approved Training Centres such colleges and training centres that carry out bona-fide training leading to at least Level 3, as defined in Annex C to these Regulations. They shall pay such fees and have such privileges as the Board of Trustees may from time to time determine. Approved Training Centres may only use the Institute's insignia if authorised in writing to do so by the Board of Trustees, which may impose such terms and conditions as it thinks fit.
- (b) The Board of Trustees may enrol as an Approved Training Centre any Industrial Associate which delivers training and professional development to a level approved by the Board of Trustees. They shall pay such fees and have such privileges as the Board of Trustees may from time to time determine. Approved Training Centres may only use the Institute's insignia if authorised in writing to do so by the Board of Trustees, which may impose such terms and conditions as it thinks fit.

#### **Professional Standards**

13. (a) Whilst at work all individual members shall perform their duties professionally, competently and responsibly and safeguard the public interest in matters of safety, health and well-being. At all times they shall order their conduct so as to uphold the dignity and reputation of the Institute and the plumbing and heating engineering industry.
- (b) The Board of Trustees shall prescribe by Rules a code governing the professional standards of individual members and the procedure for the investigation of complaints made against a member and for the taking and hearing of evidence and any appeal made against expulsion, suspension or censure.

### **Application Forms**

14. (a) All applications for membership shall be made on the appropriate form which, with any supporting documents, shall be forwarded to the [Secretary](#)~~Chief Executive Officer~~.
- (b) The Board of Trustees shall be empowered to obtain evidence in whatever form and from whatever source it considers appropriate to ascertain the suitability of an application for membership.

### **Election of Membership**

15. Applications for all grades of membership shall be considered by the Board of Trustees which shall have absolute discretion, subject to the provisions of the Bye-Laws and these Regulations, to refuse an application by any person whom they consider not to be a fit person to be enrolled.
16. Every applicant accepted by the Board of Trustees shall be so informed by the [Secretary](#)~~Chief Executive Officer~~ and, subject to compliance with these Regulations, the [Secretary](#)~~Chief Executive Officer~~ shall forward to the applicant the appropriate certificate of membership. Every certificate of membership and identification card shall remain the property of the Institute.

### **Dispensation with Certain Conditions**

17. The Board of Trustees may approve for membership any person who has in the opinion of the Board of Trustees on account of ill-health or other satisfactory cause been unable to comply with the requirements of these Regulations. The Board of Trustees may in any special case reduce or remit the entrance fee, the annual subscription or the arrears of annual subscriptions of any member.

### **Payment of Fees and Subscriptions**

18. No enrolment or renewal shall become effective until all fees and subscriptions payable on such enrolment shall have been paid.

### Change of Address

19. Every member shall inform the Secretary-Chief Executive Officer of any change of his address.

### Return of Certificates

20. Every member whose name has been removed from the Register of Members or the Register of Master Plumbers shall return his certificate and, where appropriate, his identification card to the Secretary-Chief Executive Officer within one calendar month after such removal or suspension and pending its return he shall not use it or describe himself as a member.

### Registers

21. ~~(a) The Board of Trustees shall maintain a Register of Plumbers. The Register of Plumbers shall consist of Fellows, Members and Associates who meet the requirements, terms and conditions of registration as defined in these Regulations and any Rules made from time to time by the Board of Trustees. Those so admitted to the Register shall be authorised to use the title "Registered Plumber" and the abbreviated title "RP" or such other title as is approved from time to time by the Board of Trustees and specified in the Bye-Laws.~~
  - ~~(b) The Board of Trustees shall maintain a Register of Heating Professionals. The Register of Heating Professionals shall consist of Fellows, Members and Associates who meet the requirements, terms and conditions of registration as defined in these Regulations and any Rules made from time to time by the Board of Trustees. Those so admitted to the Register shall be authorised to use the title "Registered Heating Professional" and the abbreviated title "RHP" or such other title as is approved from time to time by the Board of Trustees and specified in the Bye-Laws.~~
  - ~~(c) The Board of Trustees shall maintain a Register of Training Professionals. The Register of Training Professionals shall consist of Fellows, Members and Associates who meet the requirements, terms and conditions of registration as defined in these Regulations and any Rules made from time to time by the Board of Trustees. Those so admitted to the Register shall be authorised to use the title "Registered Trainer" and the abbreviated title "RT" or~~

~~such other title as is approved from time to time by the Board of Trustees and specified in the Bye-Laws.~~

~~(d) The Board of Trustees may maintain other Registers of members from time to time. Such Registers shall consist of members who meet the requirements, terms and conditions of registration as defined in these Regulations and any Rules made from time to time by the Board of Trustees, and those members so admitted to a Register may be authorised to use such title and abbreviation approved from time to time by the Board of Trustees and specified in the Bye-Laws.~~

#### **Register of Master Plumbers**

2221. Subject to the approval of the Worshipful Company of Plumbers, a Register of Master Plumbers shall be kept. As often as the Board of Trustees may deem expedient and, subject always to the provisions of data protection legislation, a copy of the list shall be published together with such other particulars in respect to the Institute or its objectives as the Board of Trustees may deem advisable. For the purpose of keeping the list, each member shall inform the ~~Secretary~~Chief Executive Officer of any alteration in his name or address, failing which any copy of the list will be drawn up on such information as has been made available to the ~~Secretary~~Chief Executive Officer.

#### **Registered Plumbing Company**

2322. A partnership, private company or other organisation engaged in plumbing work for the public or otherwise may use the description "Registered Plumbing Company" where such proportion of the partners, directors or principals are Registered Plumbers as may be prescribed in Rules from time to time prescribed by the Board of Trustees. Such Rules shall cover also any terms and conditions of use of the description as may be regarded by the Board of Trustees as necessary or appropriate.

#### **Registered Heating Company**

2423. A partnership, private company or other organisation engaged in heating work for the public or otherwise may use the description "Registered Heating Company" where such proportion of the partners, directors or



principals are Registered Heating Professionals as may be prescribed in Rules from time to time prescribed by the Board of Trustees. Such Rules shall cover also any terms and conditions of use of the description as may be regarded by the Board of Trustees as necessary or appropriate.

#### **Registered Plumbing and Heating Company**

[2524.](#) A partnership, private company or other organisation engaged in plumbing and heating work for the public or otherwise may use the description "Registered Plumbing and Heating Company" where such proportion of the partners, directors or principals are Registered Plumbers and Registered Heating Professionals as may be prescribed in Rules from time to time prescribed by the Board of Trustees. Such Rules shall cover also any terms and conditions of use of the description as may be regarded by the Board of Trustees as necessary or appropriate.

#### **List of Members**

[2625.](#) A list of all grades of members shall be kept. As often as the Board of Trustees may deem expedient and, subject always to the provisions of data protection legislation, a copy of the list shall be published together with such other particulars in respect to the Institute or its objectives as the Board of Trustees may deem advisable. For the purpose of keeping the list, each member shall inform the [Secretary—Chief Executive Officer](#) of any alteration in his name or address, failing which any copy of the list will be drawn up on such information as has been made available to the [SecretaryChief Executive Officer](#).

#### **Re-admittance of Members**

[2726.](#) The Board of Trustees may, at any time by the votes of not less than three fourths of its members present, readmit to membership any person whose membership has terminated provided that he satisfies the Board of Trustees that he is worthy of re-admission and pays such amounts in respect of fees or subscriptions as the Board of Trustees may determine.

## Use of Titles

27. The abbreviated titles which are set forth in the Bye-Laws may only be used by the individuals to whom the right is granted by virtue of membership.

A member whose renewal of membership has not been invited or accepted or who has been placed in suspension through non-payment of annual subscriptions or removed from membership shall cease to use any authorised or abbreviated titles or purport to be a member and / or, where applicable, a Registered Plumber, a Registered Heating Professional, ~~or a Registered Trainer~~ or a Registered Low Carbon Professional, or a Registered Domestic Energy Assessor (as the case may be) through the use of any certificate or Insignia, symbol or wording on stationery or in advertising.

## Advertisement of Contravention, Suspension or Exclusion

28. In the event of a contravention, suspension or exclusion of a member, the Board of Trustees shall be at liberty to cause notice thereof to be published in such manner as the Board of Trustees may determine.

## Nomination and Election of President and Vice President

29. (a) The Offices of President and Vice President need not necessarily be held by members of the Institute but non-member candidates must prove to the satisfaction of the Board of Trustees an appropriate period of involvement in or an association with the Institute prior to their nomination.

(b) Nominations for the positions of President and Vice-President should be submitted to the Company Secretary by a Voting member, by a Branch or by the Board of Trustees to arrive no later than 31<sup>st</sup> January each year or such later date as the Board of Trustees shall prescribe. Nominations must be submitted in writing and accompanied by a written intimation from the candidate of his willingness to serve, if elected. Unless there is only one candidate, the election shall be determined by postal ballot of the Voting members.

## Nomination and Election

## of Board of Trustees

~~3430.~~

- (a) Nominations for the positions of Voting member Trustees may be submitted to the [Company](#) Secretary by a Voting member, by a Branch or by the Board of Trustees to arrive no later than 31<sup>st</sup> January each year or such later date as the Board of Trustees shall prescribe. Nominations must be submitted in writing and accompanied by a written declaration (in such form as the Board of Trustees shall prescribe) from the candidate of his willingness to serve, if elected. The election shall be determined by postal ballot of the Voting members.
- (b) The Office of Honorary Treasurer need not necessarily be held by a member of the Institute but he must be a member of a professional body belonging to the Consultative Committee for Accountancy Bodies. Nominations for the position of Honorary Treasurer may be submitted to the [Company](#) Secretary by a Voting member, by a Branch or by the Board of Trustees to arrive no later than 31<sup>st</sup> January in the year of his election or re-election as the case may be or such later date as the Board of Trustees shall prescribe. Nominations must be submitted in writing and accompanied by a written declaration (in such form as the Board of Trustees shall prescribe) from the candidate of his willingness to serve, if elected. The election shall be determined by postal ballot of the Voting members.
- (c) The two independent Trustees (of whom one shall be the Chairman of the Board of Trustees) shall not be members of the Institute and shall be recommended by the Board of Trustees after recruitment through an open advertisement process conducted by or on behalf of the Board of Trustees. The Board of Trustees shall have such discretion as to the process for selection and recommendation of the two independent Trustees as it deems appropriate and reasonable in all the circumstances. Recommendations for the positions of independent Trustees may be made to the [Company](#) Secretary by a member, by a Branch or by the Board of Trustees at any time. Following recommendation of the Board of Trustees, the ratification of the independent Trustees (of whom one shall be proposed as the Chairman of the Board of Trustees) and their respective terms of office shall be confirmed by postal ballot of the

Voting members. Prior to being proposed each candidate shall execute a written declaration (in such form as the Board of Trustees shall prescribe) of his willingness to serve.

- (d) The Board of Trustees shall procure that, so far as is possible and in the interests of continuity, the respective periods of office of the two independent Trustees shall not terminate at the same time.

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## Attendance and Speaking at General Meetings

- [3231](#). (a) A person is able to exercise the right to speak at a General Meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- (b) A person is able to exercise the right to vote at a General Meeting when:
- (i) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
  - (ii) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
- (c) The Board of Trustees may make whatever arrangements they consider appropriate to enable those attending a General Meeting to exercise their rights to speak or vote at it.
- (d) In determining attendance and quorum at a General Meeting, it is immaterial whether any two or more members attending it are in the same place as each other. For the avoidance of doubt for the purposes of the quorum at a General Meeting all those Voting Members present whether or not they are in the same place as each other provided they are in a position to communicate to all those attending the meeting shall be included in the quorum.
- (e) Two or more persons who are not in the same place as each other attend a General Meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

- (f) A Voting Member attending a General Meeting shall be entitled to vote either during the meeting or by way of a pre-delivered proxy, but their vote(s) shall not be counted twice.

## Proceedings at General Meetings

3332. The Chairman may, with the consent of any General Meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of adjournment or of the business to be transacted at an adjourned meeting.

3433. At any General Meeting a resolution put to the vote shall be decided on a show of hands unless before, or on the declaration of the result of the show of hands, a poll is duly demanded. A poll may be demanded:

- (a) by the Chairman; or
- (b) by a majority of the Voting members present.

Unless a poll is so demanded a declaration by the Chairman of the meeting that a resolution has been carried or carried unanimously or carried by a particular majority or lost, shall be conclusive, and an entry to that effect in the minute book of the Institute shall be sufficient evidence thereof without proof of the number of votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.

3534. Except as provided by Regulation 37, if a poll is demanded it shall be taken in such manner as the Chairman directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

3635. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second and casting vote.

3736. A poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at

such time as the Chairman of the meeting directs and any business other than that upon which a poll has been demanded may be proceeded with pending the taking of the poll.

#### Postal Ballots

~~3837~~. The Board of Trustees shall be responsible for the conduct of all postal ballots and may appoint some other organisation such as ~~Electoral Reform Services~~[Civica Election Services](#) to perform the task as it sees fit. The format and content of the ballot papers shall be decided by the Board of Trustees.

#### Votes of Voting members

~~3938~~. On a poll, votes may be given either personally or by proxy. However, no person shall act as proxy unless he is a Voting member entitled to be present and vote at that meeting.

~~4039~~. An instrument appointing a proxy shall be in writing, executed by or on behalf of the appointor and shall be in any form which the Board of Trustees may approve.

~~4140~~. The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the Board of Trustees may:

- (a) be deposited at the Office or at such other place within the United Kingdom as is specified in the notice convening the meeting or in any instrument of proxy sent out by the Institute in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or
- (b) in the case of a poll taken more than 48 hours after it is demanded, be deposited as aforesaid after the poll has been demanded and not less than 24 hours before the time appointed for the taking of the poll; or
- (c) where the poll is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the poll was demanded to the Chairman or to the Secretary or to any member of the Board of Trustees;

and an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

[4241.](#) A vote given or poll demanded by proxy shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a poll unless notice of the determination was received by the Institute at the Office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the poll demanded or (in the case of a poll taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the poll.

#### **Proceedings of the Board of Trustees and its Committees**

[4342.](#) The Board of Trustees may be advised by, and / or delegate any of its powers to, Committees including, in relation to technical services. The Board of Trustees shall have the power, from time to time, to create Committees and to dissolve them, to appoint and to remove chairmen of any such Committee and to prescribe by Rules the terms of reference for each such Committee. Such Rules may prescribe the powers of the chairman of any Committee to appoint such number or numbers of members to that Committee as he may think fit with powers to co-opt such other person or persons as he may think fit, but persons so co-opted shall not be entitled to vote. Any Committee so formed shall in the exercise of the powers so delegated conform to any Rules that may be imposed on it by the Board of Trustees.

[4443.](#) Notwithstanding the provisions of Regulation 43, the Board of Trustees may appoint a Chairman of any of its Committees and determine the period for which he is to hold office but if no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen minutes after the time appointed for holding the same, the Committee members present may choose one of their number to be Chairman of the meeting.

[4544.](#) All acts done at any meeting of the Board of Trustees or its Committees or by any person acting as a member of such Board or Committees shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid or that they or any of them were disqualified, be as valid as if such person had been duly appointed and was qualified to be a member of the Board of Trustees or Committees.



[4645.](#) A resolution in writing, signed by a majority of the Board of Trustees or of any of its Committees for the time being entitled to receive notice of a meeting of the Board of Trustees or of any of Committees (as the case may be) shall be as valid and effectual as if it had been passed at a meeting of the Board of Trustees or of any of its Committees duly convened and held and may consist of several documents in the like form each signed by one or more members.

[4746.](#) A member of the Board of Trustees, or of one of its Committees, may participate in a meeting of the Board of Trustees or of the Committees (as the case may be) by means of a conference telephone or any electronic communication equipment, which allows all persons participating in the meeting to hear each other. A participant shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly. The meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the Chairman of the meeting then is.

#### **Officials**

[4847.](#) The Board of Trustees may appoint Officials to direct the administration of the Institute and to supervise the development of plumbing and heating engineering technology for such terms, remuneration, conditions, and duties as the Board of Trustees shall think fit and any persons so appointed may be removed by the Board of Trustees.

#### **Legal Assistance**

[4948.](#) When deemed necessary the Board of Trustees may employ Solicitors and may instruct them to brief Counsel to advise the Institute, particularly on questions of principle affecting the members generally.

#### **Minutes to be Evidence**

[5049.](#) Every Minute signed by the Chairman of the meeting to which it relates or by the Chairman of a subsequent meeting shall be sufficient evidence of the facts therein recorded.

#### **Notice of Motion to be given**

[5150.](#) A qualified Voting member wishing to bring before the Annual General Meeting any motion relating to special business shall, provided that he has the written support of not less than seventy five qualified Voting

members at that date, give notice thereof in writing to the [Company](#) Secretary and no such motion shall come before the Meeting unless notice thereof has been duly given at least three months before the date of the Meeting.

#### **Receipts and Payments**

[5251.](#) All monies received by the Institute shall be paid into the account of the Institute at its Bankers and cheques drawn upon such account shall be signed by such persons and in such manner as the Board of Trustees may from time to time determine.

#### **Investment and Employment of Institute Funds**

[5352.](#) All funds of the Institute not needed immediately for the ordinary purposes of the Institute may be invested by the Board of Trustees in the name of the Institute in such securities in which trustees are from time to time authorised to invest, with power from time to time to sell or vary such securities as the Board of Trustees may from time to time determine. The Board of Trustees may also from time to time place money on deposit with Bankers or a Building Society to be selected by the Board of Trustees.

#### **Borrowing Powers**

[5453.](#) Notwithstanding anything herein contained, the Board of Trustees may from time to time borrow money temporarily and may pay interest thereon.

#### **Appointment of Examiners**

[5554.](#) The Board of Trustees shall appoint Examiners and Examination Committees who shall be responsible for the conduct of examinations and report thereon to the Board of Trustees.

#### **Headquarters**

[5655.](#) The Headquarter Offices of the Institute shall be [64 Station Lane, Hornchurch in the County of Essex or at such other place in England at such premises](#) as the Board of Trustees shall from time to time determine.

#### **Areas, Branches, Divisions, Branch Forums, Interest Groups**

[5756.](#) For the purpose of administration, the Institute may be divided into areas as determined by the Board of

Trustees. Each area shall comprise such Branches or Membership Groups or Divisions as the Board of Trustees may further from time to time determine and / or sanction.

[5857.](#) Further for the purposes of administration, the Institute shall be divided into Branches in such manner as the Board of Trustees shall from time to time determine. Each Branch shall consist of all members of the Institute and ordinarily resident in its locality whether in the United Kingdom or overseas. Each Branch shall elect annually its own Officers and Management Committee and provide for its duties and proceedings in accordance with the provisions of any Rules as may be prescribed from time to time by the Board of Trustees.

[5958.](#) To facilitate the maintenance of contact, communication, implementation of policy and further the Objects of the Institute generally, the Board of Trustees may meet in a forum with representatives of Branches on such occasions and in such manner as may be determined in its absolute discretion by the Board of Trustees.

[6059.](#) The Board of Trustees may from time to time establish Specialist Groups or Divisions of members of the Institute whether overseas or otherwise based upon the nature of their qualifications, occupations, residence or special interests. Each such Group or Division shall be constituted and its affairs conducted in accordance with Rules made by the Board of Trustees from time to time, which Rules shall (inter alia) define the specialised functions of the relevant Group or Division and make suitable provision for the expenses of the Group or Division.

#### **Overseas Branches**

[6460.](#) For the purpose of furtherance of the aims of the Institute overseas, Overseas Branches may be established in such areas as the Board of Trustees shall from time to time determine. Each Overseas Branch shall consist of all members of the Institute ordinarily resident in that area. Where such an Overseas Branch has been sanctioned by the Board of Trustees, the Board of Trustees may from time to time make such Rules as it deems necessary and appropriate for providing for constitutional conditions, duties and proceedings of that Overseas Branch.

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**Financial Year**

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[6261](#). The financial year end of the Institute shall be the 31<sup>st</sup> December.

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**THE SCHEDULE TO THE REGULATIONS  
OF  
THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING**

**Appendix A**

**LEVEL 5** - Competence which involves the application of a significant range of fundamental principles across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources feature strongly, as does personal accountability for analysis and diagnosis design, planning execution and evaluation.

**LEVEL 4** - Competence which involves the application of knowledge in a broad range of complex technical professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and the allocation of resources is often present.

**Appendix B**

**LEVEL 3** - Competence which involves the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control of guidance for the work of others is often required.

**Appendix C**

**LEVEL 2** - Competence which involves the application of knowledge in a significant range of varied work activities, performed in a variety of contexts. Some of the activities are complex or non-routine and there is some individual responsibility and autonomy. Collaboration with others, perhaps through membership of a work group or team, may often be a requirement.

**Appendix D**

Those entered on the Register of Plumbers, which was inaugurated in 1886 by the Worshipful Company of Plumbers and maintained since 1970, must hold the designation of Associate, Member or Fellow of the CIPHE as described in the above schedule. In addition, the eligible candidate will be able to use the abbreviated title "RP".

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**Appendix E**

Those entered on the Register of Heating Professionals must hold the designation of Associate, Member or Fellow of the CIPHE as described in the above schedule. In addition, the eligible candidate will be able to use the abbreviated title "RHP".

#### **Appendix F**

Those entered on the Register of Low Carbon Professionals must hold the designation of Associate, Member or Fellow of the CIPHE as described in the above schedule. In addition, the eligible candidate will be able to use the abbreviated title "RLCP".

#### **Appendix G**

Those entered on the Register of Training Professionals must hold a recognized teaching qualification, and the designation of Associate, Member or Fellow of the CIPHE as described in the above schedule. In addition, the eligible candidate will be able to use the abbreviated title "RT".

#### **Appendix H**

Those entered on the Register of Domestic Energy Assessors must hold the designation of Associate, Member or Fellow of the CIPHE as described in the above schedule. In addition, the eligible candidate will be able to use the abbreviated title "RDEA".

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