



## Constitution of the UK Indoor Environments Group

### Articles Of Association

1. The Group shall be known as the “UK Indoor Environments Group” or “UKIEG”.
2. The primary aim of the Group shall be to co-ordinate and provide a focus for UK activity concerned with improving indoor environments for people.
3. Membership shall be open to anyone and in particular those with an active interest and involvement in the indoor environment field. All membership applications will be considered by the UKIEG Committee (see 6 below), which has the right to refuse and also to terminate membership.
4. There normally shall be at least one meeting of Members per year, usually in autumn, to include the UKIEG Annual General Meeting.
5. The UKIEG Committee shall allocate places should it be necessary to restrict attendance at any meeting.
6. Membership of the UKIEG Committee
  - i The Officers of the UKIEG Committee shall be as follows:
    - Chairman
    - Vice Chairman
    - Committee Secretary
    - Membership Secretary
  - ii There shall in addition be up to 4 Ordinary Members of the Committee
  - iii The Officers and Ordinary Members of the Committee shall be elected in accordance with Article 8.
  - iv The Committee shall be free to co-opt additional Ordinary Members, with a term of office up to the next AGM, as necessary.
7. Duties of Officers of the Committee
  - i Chairman: shall normally chair the meetings of the Committee.
  - ii Vice-Chairman: shall deputise for the Chairman.
  - iii Committee Secretary: shall assist with the Committee's affairs, including maintaining the minutes of meetings of the Committee.
  - iv Membership Secretary: shall maintain a current listing of the membership.
  - v Committee: shall organise all the UKIEG scientific meetings/conferences; shall assist in organising and hosting meetings of the Committee; shall approve new members of the Group (and, if necessary, terminate individual membership); shall liaise with other organisations sharing a common interest; and shall provide comments specifically on topics relating to the work of the Group and the interests of its members, as appropriate.
8. Election of Members of the Committee

- i Officers and Ordinary Members of the Committee shall be elected by delegates to the Annual General Meeting.
  - ii Nominations for Committee membership shall be required to be proposed and seconded by members at least two weeks prior to the Annual General Meeting.
  - iii Officers and Ordinary Members of the Committee shall be elected for a period of three years per term, with no limit on the maximum number of terms served on the Committee.
9. Changes to the constitution shall be made only at an Annual General Meeting and then only by agreement of at least two-thirds of the members. Proposed changes should be provided to the Committee Secretary in good time. Written proxy votes concerning constitutional matters shall be accepted at Annual General Meetings.
10. The UKIEG Committee, by majority agreement of its Members or at least 20 ordinary members of the Group, shall have the power to call an Extraordinary General Meeting of the Group, at a minimum of 28 day's written notice to the Membership.
11. Membership Fee – Membership of the UKIEG is free, but this shall be subject to annual review by the Committee. An annual Membership fee may be charged at the discretion of the Committee; if an annual fee is required, the level of the fee for the following year shall be ratified at the Annual General Meeting.
12. Conference Registration Fee – A registration fee for the annual UKIEG conference (and/or other meetings as appropriate), to be set by the Committee, shall be levied on delegates attending the meeting and delegates shall be notified of it in advance; at the discretion of the Committee, the fee may be waived or reduced for invited speakers.