

Common Seal.

84. There shall be a common seal for the use of the Council of such design as the Council shall determine, and such seal shall be affixed to all deeds or contracts of the Institute, the copies of the "Conditions of Contract" (hereinafter referred to), to all certificates of membership, and to such other documents as are required by law or these regulations to be executed under seal.

Custody of Seal.

85. The Council shall have the control of the common seal, which shall be kept in safe custody by the Secretary at the registered office of the Institute in a chest having two keys, the Secretary having one key and the Honorary Secretary the other.

86. The common seal shall not be affixed to any certificate of membership or writing except by authority of the Council duly recorded in the minutes of the meeting authorizing the use of the seal and only in the presence of the Secretary, Honorary Secretary, and one member of Council, and such deed, certificate, or writing shall, after the seal has been affixed, be signed by the President (or chairman of the meeting), by one other member of Council, by the Honorary Secretary, and countersigned by the Secretary of the Institute.

Secretary.

87. The Council shall appoint an officer who shall be "the Secretary of the Institute," and who shall, subject to the direction and control of the Council, have the management of the affairs and the conduct of the executive business of the Institute. He shall take or cause to be taken minutes of the proceedings of all meetings of the Council and of the Executive and Finance Committees. He shall keep or cause to be kept complete accounts showing the position of the Institute and of its financial relations to the members thereof and the public.

88. Any appointment by the Council of the Secretary, or other officer or servant of the Institute, shall be made subject to the right of the Council to terminate such appointment at such time as may be fixed by the Council at the making of such appointment, and the right shall be stated in the letter announcing the appointment of such appointee.

Accounts.

89. The Council shall present a report on the state of the property and affairs of the Institute to the annual meeting, which report shall give an abstract of the proceedings during the official year, an account of the funds showing a statement of revenue and expenditure for the past year, and a statement of the assets and liabilities as at the close of the financial year, duly audited. A copy of the report and the accounts shall be issued to the Secretary of each District Branch and to every subscribing member seven days before the annual meeting of the Council.

For the purpose of this regulation the financial year shall be deemed to end on the 31st December in each year.

Auditors.

90. An auditor shall be elected annually at the annual meeting of members. He shall be a public accountant and shall have access at all reasonable times to the accounts and securities. He shall examine the accounts and securities and shall report thereon not later than fourteen days before the date of the annual meeting.

91. In the event of the decease or resignation of an auditor another shall be elected to the office by the Council or by the Executive Committee for the remainder of the session.

92. The auditor shall be paid such fees as the general meeting of members shall determine.

Committees of the Council.

93. The Council shall have power from time to time and as it thinks fit to form and appoint committees for special or general purposes, in particular there shall be the following Standing Committees of the Institute, namely:—

- (1) The Executive and Finance Committee;
- (2) The Committee of Architectural Education;
- (3) The Committee of Practice, Investigation, and Discipline;
- (4) The Library and Journal Committee;
- (5) The Legislative Committee.

These committees shall be appointed annually by the Council at its first meeting after the annual meeting or not later than one month from that date. Each committee other than the Executive and Finance Committee shall

appoint its own chairman and secretary, and shall fix its quorum at its first meeting. The Council shall elect annually a chairman of the Executive and Finance Committee who will act only in the absence of the President.

94. Each committee appointed in terms of the foregoing regulation shall prepare an annual report for submission to the Council.

95. The Executive Committee shall consist of the President, the Wellington members of the Council, the Honorary Secretary, the Honorary Treasurer, and two other members to be elected annually by the Council.

The Executive Committee shall, subject to the direction and control of the Council, have the management of the general business of the Institute in matters of detail, and to give effect to policy measures promoted by the Council.

Committee of Architectural Education.

96. The Committee of Architectural Education shall not exceed seven in number (inclusive of the President, who shall be an *ex officio* member), and shall consist of such members of the Institute and such other persons as the Council may appoint. The Council may, on the advice of the committee, invite other representative persons, not necessarily members of the Institute to act as advisory members of such committee.

97. The Committee of Architectural Education shall deal with the education of students in architecture, and conduct, by examiners approved by the Council, such examinations as may be required by these regulations.

98. The Committee of Architectural Education shall have power to elect its own officers from its members, and to draw up regulations for its procedure, subject to the approval of the Council. The committee may conduct its own correspondence, but shall take no public action, nor incur any pecuniary responsibility without previous sanction of the Council or of the Executive Committee.

99. The Committee of Architectural Education shall submit any scheme it may devise for education and examination to the Council for its consideration; and if and when such scheme is approved by the Council the committee shall have the supervision thereof, and shall annually report to the Council thereon, and may submit any suggestions for variation thereof to the Council for its consideration.

Committee of Practice and Discipline.

100. The Committee of Practice, Investigation, and Discipline shall not exceed seven in number (inclusive of the President, who shall be an *ex officio* member) appointed by the Council. The duty of the committee shall be to investigate all breaches of these regulations, the code of ethics and professional practice, and to report thereon to the Council or to the Executive Committee.

101. If any professional difference shall arise between members, which they desire to have amicably settled, this committee may, with the consent of the Council or the Executive Committee, act as arbitrators in such disputes, in which case the President shall act as referee or umpire in the event of the committee deciding equally on any question submitted to it, and the award of such committee shall be binding upon the parties, subject to appeal to the Council.

102. If the parties or either of them to the reference be dissatisfied with the award, they or he may appeal to the Council, who shall determine the conditions upon which it will hear the appeal, and, the conditions being complied with, shall appoint a time and place for hearing the appeal, and give reasonable notice to the parties interested. If either of the parties fail to appear at the time appointed the appeal may be heard in his absence. The decision of the Council shall be final and shall be binding upon the parties.

Library and Journal Committee.

103. The Library and Journal Committee shall consist of five members (inclusive of the President, who shall be an *ex officio* member) appointed by the Council. This committee shall, subject to control by the Council, have the management of the Institute library and the Institute's journal.

Journal.

104. The editor or editors of the journal shall be appointed by the Council.

105. The journal shall be published as arranged by the Council, and one of the issues in each year shall contain a full list of members, the personnel of the Council and all committees and standing committees for the year, and a calendar of the dates of all fixtures and rules relating to the use of all published papers or forms issued by the Institute and information as to how to obtain the same.