



## INFORMATION FOR APPLICANTS

### OBJECTS OF THE INSTITUTE

The objects for which the Institute is established are to promote for the benefit of the public the conservation of and education and training in the conservation and preservation of buildings, structures, areas, gardens and landscapes which are of architectural or historical value in the United Kingdom (which shall include Northern Ireland and the Irish Republic) insofar as it lies within the duties and responsibilities of any person whose principal professional skills are to provide specialist advice in such conservation and preservation. To enable the Institute to achieve these objects it has powers which include :-

- promotion of education and training of members, assisting in the provision of opportunities for practical conservation and working for improvements in relevant legislation, national policy guidance and other matters affecting the conservation and protection of the historic environment;
- giving advice on conservation to interested bodies and individuals, acting as a forum for the dissemination of ideas, information and experience and supporting and encouraging co-operation between IHBC members and others;
- providing speakers, lecturers and other appropriate educational contributions and publishing a regular journal for all members, together with professional practice notes and guidelines and other reports and literature; and
- raising funds, accepting gifts and investing moneys to finance the Institute.

### MEMBERSHIP CATEGORIES

The Institute has **three** categories of membership. All categories of membership require that you apply on the Institute's application form, agree to abide by the Institute's Code of Conduct and pay the annual subscription in full within 30 days after the beginning of each membership year. Membership, Affiliation or Association is not transferable and shall cease on death or the delivery of resignation in writing. The three categories of membership are :-

- **Member** A Member must have completed a course recognised by the Council of the Institute and have undertaken at least two years relevant experience **or** completed at least five years appropriate experience in the field of conservation of the historic environment as defined in the 'Areas of Competence' guidance notes approved by Council. A Member must have a continuing appropriate involvement in conservation of the historic environment or satisfy the Council that he/she is actively seeking such involvement.
- **Affiliate** An Affiliate is a person who has not completely satisfied the preconditions of membership but has satisfied the Council that he/she has a continuing appropriate involvement in conservation of the historic environment or is actively seeking such involvement. An affiliate may apply to become a member at any time after he/she shall be able to comply with the preconditions of membership.
- **Associate** An Associate is a person who is considered fit for such membership by their services to conservation.

In addition to the above membership categories, there are two special membership types which affect the annual subscription rate and there is also the possibility of negotiating another rate for libraries who would not wish to have an individual membership

- **Concessionary** Those on the concessionary rate will normally be Affiliates but may unusually be full Members or Associate. This reduced rate is only open to full time students on courses leading towards work in building conservation during the period of their studies; part time students on courses leading towards work in building conservation who are not otherwise receiving a significant wage during the period of their studies. Other Members who make a case to the Membership Committee that they are suffering financial hardship due to low wage or part time work may be eligible for the reduced rate below. All forms of Concessionary membership last only for the subscription year that they are agreed. Unless a case is made to the Membership Secretary in any following year, the annual subscription will revert to the normal rate.
- **Retired** This form of membership allows a reduced subscription rate for existing members who retire and wish to remain in contact with the Institute although they are no longer gainfully employed in conservation. Those wishing to apply for this form of membership should write to the Membership Secretary confirming that they are no longer gainfully employed in conservation or otherwise.
- **Libraries** This is a form of Associate membership where an organisation, rather than an individual, has Institute membership. Those wishing to apply for this form of membership should contact the Membership Secretary who will advise them of the subscription rate applicable.

All members have the right to receive notices, literature and *Context*. Only full Members have the right to attend General Meetings although all categories of membership will normally be notified of such meetings and will be encouraged to attend. Only full Members can vote at General Meetings. Full Members and Affiliate Members may speak at General Meetings. Associate members may not speak or vote at General Meetings.

The Membership Committee, subject to the approval of Council, will decide on eligibility for and class of membership. The Membership Committee consists of the Membership Secretary, Branches Secretary and Publicity Secretary.

An appeal procedure is available for those who are unhappy with any decisions with respect to membership decisions.

All membership information is kept on a computer database and names and addresses can be used for mailing of appropriate information to Members subject to stated preferences on the membership application form and careful control by Officers.



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### MEMBERSHIP SUBSCRIPTIONS

The membership subscription year is from 1<sup>st</sup> April to 31<sup>st</sup> March each year. Subscriptions are due on the 1<sup>st</sup> April and can be paid by direct debit (form enclosed). All subscriptions must be paid by 1 May. If subscription payments are not kept up to date membership can be terminated automatically. All members are asked to consider filling in the form of covenant included with these notes (which will bring added benefits to the Institute). The current membership subscription is:

Members, Affiliates and Associates - £90 per annum

Concessions are available for full and part time students earning £13,500 or less (£18 per annum), those working part time or low waged working 18.5 hours or less a week (£56 per annum) and those existing members who have retired (£36 per annum)

### APPLICATION FEE

A fee is payable by cheque when submitting an application for membership. For those applying for the concession as a student the fee is £10 for all others applications the fee is £20.

### ELIGIBILITY FOR MEMBERSHIP

To enable applicants to become full members, they must prove, to the satisfaction of the Membership Committee and Council, that they have adequate knowledge and experience under all of the following headings:

**Philosophy** Appreciation of the social, cultural, political, aesthetic, economic and environmental values that underpin current conservation policy and practice.

**Legislation/Policy** Knowledge of the legislative and policy framework for the conservation of the historic environment, its formulation locally and nationally and awareness of other relevant legislation and policies.

**Technology** Knowledge of building construction of all periods, the characteristics of structures, the nature and properties of building materials and appropriate methods of repair and alteration of historic fabric.

**History** Knowledge of the development of the historic environment including the remains of previous periods and cultures, historic buildings and settlements, works of engineering, parks, gardens and other elements of the historic landscape.

**Finance/Economics** Understanding of the process for the procuring of buildings and facilitating development, including finance, valuation, cost planning and contracts, with specific reference to historic buildings and areas.

**Research/Recording/** Ability to carry out or commission research, analysis and recording of

**Analysis** the historic environment, and to maintain records accordingly.



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**Design/Presentation** Ability to analyse and evaluate quality of design, existing and proposed, of buildings and areas, and to present the results of such analysis in a way understandable to both professional and lay audiences.

**Practice** Awareness of the wider context of conservation, including knowledge of and ability to interact effectively with all bodies and individuals who have a significant role to play in the field.

### ORGANISATION OF THE INSTITUTE

The Council is responsible for the management of the business of the Institute. It consists of a Member representing each Branch, the elected offices of Chairman, Vice Chairman, Treasurer, Education Officer, Publicity Officer, Membership Secretary and "Context" Editor and a Secretary appointed by the Council. All Council Members must be full Members of the Institute. Additional Members may be elected at an Annual General Meeting up to the maximum authorised number of thirty Council Members. An Annual General Meeting of the Institute must be held once in every calendar year and no more than fifteen months after the previous Annual General Meeting. Extraordinary General Meetings may be called at any time for any special purpose.

The day-to-day activities of the Institute are organised on a Branch basis. The Branches are, East Anglia, East Midlands, London, North, North West, Northern Ireland, Republic of Ireland, Scotland, South, South East, South West, Wales, West Midlands and Yorkshire. Each Branch nominates a single Council Member annually and is encouraged to establish a local organisation and arrange meetings and associated functions.

### FURTHER INFORMATION

For those who have access to the internet, further information on the Institute, its members and activities and linked organisations can be found at <http://www.ihbc.org.uk>

### COMPLETION OF MEMBERSHIP APPLICATION FORM

Applicants are asked to supply all the information asked for on the application form. This will ensure that applications can be given proper consideration and will avoid any delays in their processing. Each application for membership must be endorsed by both a full Member of the Institute of Historic Building Conservation **and** a person with knowledge of the applicant's professional knowledge and experience (preferably their current employer where appropriate).

A non-returnable fee (currently £10 for those applying for the concession as a student and £20 for all others applications) is payable by cheque with all applications. A completed direct debit form must also be submitted with the completed application form. Should your application be successful the direct debit will be set up and the relevant subscription fee deducted. If this is part way through the subscription year the pay date will be amended to 1 April after the initial payment is made.

Completed application forms must be submitted to the business office, Jubilee House, High Street, Tisbury, Wilts SP3 6HA, or, by preference, electronically to the Administrator at [admin@ihbc.org.uk](mailto:admin@ihbc.org.uk). Electronic submissions are registered and processed on receipt of a hard copy of the completed endorsement and the appropriate payment.



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Once initial checks have been made, the application form will then be forwarded to the branch nominated in the application form for comment. Once these comments have been received the application is then forwarded to the Membership Secretary for final checking before it is dealt with, as appropriate, by the Membership Committee. The Membership Committee will decide on eligibility for and class of membership and will make a recommendation to Council. All members must be approved by a majority vote of Council before being admitted to the Institute. *You are strongly recommended to keep a copy of your application form.*

If submitting in hard copy, *submit the original with a cheque for the necessary registration fee **and** a completed direct debit form by traceable (recorded or special delivery) means to:*

**IHBC, Business Office, Jubilee House, High Street, Tisbury, Wilts SP3 6HA.**

If submitting electronically, send your e-mail with the appropriate attachment to:

**admin@ihbc.org.uk**

and post the original copy of the endorsement, with a cheque for the necessary registration fee and a completed direct debit form, to the Business Office at the above address.

**Please do not send the completed form directly to the Membership Secretary or to branch representatives.**