



NATIONAL ILLUMINATION COMMITTEE OF GREAT BRITAIN

RULES

(In force on 23rd November 1994 and amended 27th November 2002)

1. TITLE

The Committee shall be known as the “National Illumination Committee of Great Britain” hereinafter referred to as the COMMITTEE.

2. OBJECTS

The objects of the COMMITTEE are:

- 2.1 The advancement for the public benefit of the science, technology and art of lighting;
- 2.2 The advancement of research in the said science, technology and art and all matters connected therewith, and the publication of the results of any such research;
- 2.3 The furtherance of education in the said science, technology and art.

In furtherance of the foregoing objects but not further or otherwise the COMMITTEE shall have the following powers:

- 2.4 To represent and co-ordinate the interests of Great Britain and Northern Ireland in all matters relating to the work of the Commission Internationale de L’Eclairage, also known as the International Commission on Illumination, hereinafter referred to as the CIE, and of any other authoritative international technological and scientific organisation or bodies;
- 2.5 To disseminate information in relation to the CIE or to other appropriate bodies;
- 2.6 To interchange information with other bodies and organisations, both national and international, working in similar fields to those of the COMMITTEE;
- 2.7 To promote international agreement on technical matters relating to lighting;

- 2.8 To co-operate with scientific and technical bodies such as the National Physical Laboratory, and the British Standards Institution also with Universities, Colleges, Research Associations, Public Authorities, other bodies and persons in furtherance of the objectives of the COMMITTEE;
- 2.9 To hold conferences both national and international, and to appoint and co-ordinate the work of study panels on the science and technology of lighting and of vision;
- 2.10 To accept any gift of property whether subject to any special trust or not, for any or more of the objects of the COMMITTEE;
- 2.11 To give financial aid to other bodies or organisations, whether national or international, working in the same field as the COMMITTEE and in the furtherance of its objects;
- 2.12 To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the COMMITTEE in the shape of donations, annual subscriptions or otherwise. Provided that the COMMITTEE shall not undertake any permanent trading activities in raising funds;
- 2.13 To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the purposes of the COMMITTEE;
- 2.14 Subject to such consents as are required by law to sell, manage, lease, mortgage, dispose of, or otherwise deal with all or any part of the property of the COMMITTEE as shall be necessary for the promotion of the objects of the COMMITTEE;
- 2.15 To amalgamate with any organisation or bodies having objects altogether or in part similar to those of the COMMITTEE and to transfer all or part of the property assets, liabilities and engagements of the COMMITTEE to any one or more of such organisations or bodies;
- 2.16 To do all such other lawful things as are necessary to the attainment of any or all of the above objectives;

3. CONSTITUTION OF THE COMMITTEE

- 3.1 The COMMITTEE shall consist of representatives of sponsoring organisations, co-operating organisations, universities and other educational organisations together with other members whose knowledge and experience would be of particular value to the COMMITTEE.
- 3.2 The number of members in each class shall be as follows:
 - a) Not more than five representatives of each of the sponsoring organisations. The first schedule appended to these Rules records the names of the present sponsoring organisations.

- b) Representatives from the co-operating organisations, universities and educational organisations as shall be determined by Council (see Rule 5).
- c) Individual Members who are suitably qualified as shall be determined by Council.

3.3 The names of the representatives nominated by sponsoring organisations, co-operating organisations and participating Universities and Colleges shall be notified in writing to the Executive Secretary of the COMMITTEE, and each individual thus nominated shall remain a member of the COMMITTEE until his or her nominating organisation notifies the Executive Secretary of the COMMITTEE that it has made a fresh nomination.

4. TRUSTEES

4.1 The Trustees, who shall be honorary, shall be the Chairman, two Vice-Chairmen, the Treasurer and the Secretary of the COMMITTEE.

4.2 The Board of Trustees shall consist of the five Trustees (see Rule 4.1) and three Trustees shall form a quorum at Board meetings. The Board shall meet at least twice per annum and at least fourteen days notice of a meeting shall be given by the Executive Secretary.

4.3 The responsibilities of the Trustees shall be as required by law.

5. COUNCIL

5.1 There shall be a Council, comprising the Chairman, Vice-Chairmen, Treasurer and Secretary, one representative of each of the sponsoring organisations, six members elected by the COMMITTEE from among the representatives of the co-operating organisations and participating Universities and Colleges, the British representative to each of the CIE Technical Divisions, and not more than three persons having special knowledge and experience, co-opted by the Council.

5.2 All secretarial duties on behalf of the COMMITTEE shall be the responsibility of the Secretary assisted by an Executive Secretary. The Executive Secretary is appointed by the Board of Trustees and may be financially remunerated. He or she may not be a member of the COMMITTEE and will not be entitled to vote.

The positions of Secretary and Executive Secretary may with the consent of both the board of Trustees and the Council be held by the same person.

5.3 The Council shall meet as and when determined by its Chairman or following the receipt of a written request from any five of its members.

5.4 At least 14 days notice shall be given of a meeting of the Council; eight members or one-third of the total membership of the Council whichever shall be the greater shall form a quorum.

5.5 The Council may also at its discretion invite attendance of representatives of other bodies or organisations interested in the objectives of the COMMITTEE.

- 5.6 The Council shall have as its primary function a responsibility for setting the technical policy of the COMMITTEE in relation to all fields of lighting research and in particular to the work of the CIE Technical Divisions. Also, for providing strategic guidance to British representatives attending CIE Sessions, meetings and conferences.

In addition it will have a responsibility to make recommendations to the Board of Trustees on administrative aspects of the COMMITTEE in particular with respect to the level of annual payments and other expenses relating to the technical activities of the COMMITTEE.

- 5.7 The Council shall advise the COMMITTEE on its relations with the CIE and other national and international bodies and make nominations to the COMMITTEE concerning persons to serve in any official capacity as the CIE or other bodies may from time to time request. It can also make recommendations to the COMMITTEE at the appropriate times concerning persons to serve as Trustees of the COMMITTEE.

6. ELECTION OF TRUSTEES AND COUNCIL

Note The activities of the CIE are organised in Terms, these being the periods between Sessional Meetings. The normal length of a Term is four years.

- 6.1 The Trustees of the COMMITTEE shall be elected at the Annual General Meeting in the Autumn following each Session of the CIE. They shall remain in office until the Annual General Meeting in the Autumn following the next Session of the CIE. All Trustees will be eligible for re-election. In the event of any Trustee ceasing to be a member of the COMMITTEE, or wishing to resign from office, the COMMITTEE at its next meeting shall elect another member to take his, or her, place for the remainder of his, or her, period of office.
- 6.2 The representative of each sponsoring organisation on the Council shall be nominated by that organisation in time for the nomination to be announced at the Annual General Meeting in the Autumn following each Session of the CIE, and provided that he, or she, continues to be a member of the COMMITTEE, shall remain a member of the Council until the Annual General Meeting in the Autumn following the next Session of the CIE or until such time as the sponsoring organisation desires to make a change in its representation. In the event of a member ceasing to represent a sponsoring organisation, or wishing to resign from the Council, the sponsoring organisation shall be asked to make a fresh nomination.
- 6.3 Each of the six members elected from among the co-operating organisations, the participating Colleges and Universities or similar academic bodies and co-opted members may serve on the Council for a period of not more than eight years, and shall not be eligible for re-election until a further period of four years has elapsed. The elections shall take place at Annual General Meetings, but in the event of an elected member ceasing to be a member of the COMMITTEE, or wishing to resign from the Council, the COMMITTEE at its next meeting shall elect another member to take his or her place; such service shall not be taken into consideration when elections to membership of the Council are held at the end of the new member's term of office. The elected members shall be selected with a view to securing as far as possible appropriate representation of the different groups of co-operating organisations.

7. MEETINGS OF THE COMMITTEE

- 7.1 An Annual General Meeting of the COMMITTEE shall be held in the Autumn. At this meeting the Secretary shall present a report on the work of the COMMITTEE for the past year and the Treasurer a Statement of Accounts (see Rule 13.6). Both reports shall be considered and, if found satisfactory, approved.
- 7.2 At this meeting the election of Trustees, the two representatives of Great Britain and Northern Ireland on the General Assembly of the CIE, the representatives of the co-operating organisations to serve on the Council and the Auditors shall take place, in accordance with these Rules.
- 7.3 Other meetings of the COMMITTEE shall be called by the Executive Secretary from time to time after consultation with members of the Board of Trustees or the Council, or on written request by any five members of the COMMITTEE.

At least 14 days' notice of a meeting shall be given by the Executive Secretary to each member of the COMMITTEE but business not specially mentioned in the Agenda may be brought forward and, if non-contentious, dealt with at any meeting at the discretion of the Chairman.

- 7.4 At all meetings of the COMMITTEE each member present shall have one vote; ten members or one-tenth of the total membership of the COMMITTEE whichever shall be the greater shall form a quorum. The Chairman shall also have the right of a casting vote.

8. REPORTS

- 8.1 The Secretary shall send a copy of the Annual Report and the audited and approved Statement of Accounts to all members of the COMMITTEE within six months after the Annual General Meeting has taken place, and may also from time to time send to each member a brief précis of the more important business transacted at any meeting. He or she may also, at the discretion of the Council, send to the technical press a note of the proceedings of each meeting, in so far as they are of general interest. In addition, he or she may arrange for the reproduction in the technical press of the Annual Report. The COMMITTEE shall be at liberty to publish more detailed reports of proceedings when it considers such publication desirable.

9. DELEGATES TO SESSIONS OF THE CIE

- 9.1 After the Executive Secretary has received notice of the date and place of a Session of the CIE, he or she shall notify all members of the COMMITTEE.
- 9.2 Members who wish to present papers or engage in similar activities at the Session shall notify the Executive Secretary.
- 9.3 Members shall notify the Executive Secretary of their registration as a delegate.

- 9.4 The Executive Secretary shall prepare a list of the COMMITTEE'S delegates, together with the name of a Leader and Deputy Leader of the Great Britain and Northern Ireland Delegation. This list shall be circulated to all delegates.

10. REPRESENTATIVES ON THE GENERAL ASSEMBLY OF CIE

- 10.1 The representatives on the General Assembly of the CIE, to which Great Britain and Northern Ireland is entitled by the Statutes of the CIE, shall be members of the Council and be elected at the Annual General Meeting in the Autumn following each Session of the CIE and, provided that they continue to be members of the COMMITTEE, shall remain in this capacity until the Annual General Meeting in the Autumn following the next Session of the CIE. In the event of either of the representatives ceasing to be a member of the COMMITTEE, or desiring to cease to act as a representative, the COMMITTEE at its next meeting shall elect another member of the Council to take his or her place for the remainder of the term of office.

11. VOTING AT SESSIONS OF THE CIE

- 11.1 The delegate nominated by the COMMITTEE to act as Leader at a Session of the CIE shall record the vote on behalf of Great Britain and Northern Ireland, in accordance with the Statutes of the CIE; in his or her absence, a deputy appointed by the Council shall record the vote. The Secretary of the CIE shall be notified of the names of these delegates at the beginning of the Session.
- 11.2 Wherever possible, the decisions shall be taken by the COMMITTEE before the CIE is due to meet, but where this is not practicable a simple majority voting among the delegates attending each session shall decide the casting of the vote. If this is not practicable the vote may be cast at the discretion of the Leader of the delegation.

12. TECHNICAL WORK OF THE COMMITTEE

- 12.1 Following a Sessional meeting, the Executive Director of the CIE issues an official list of the subjects to be studied by the CIE technical Divisions during the term up to and including the next succeeding Session of the CIE. The Executive Secretary of the NIC shall circulate this list to all members of the COMMITTEE together with the allocation of secretariat responsibility. The COMMITTEE through the Council shall then decide on what action it considers desirable in order to commence or to continue the study of these subjects. It will nominate a British Representative and British Committee Members for each Division and it may seek co-operation with the British Standards Institution or other appropriate bodies in cases where such bodies have appropriate technical committees. The COMMITTEE may also undertake work in collaboration with other national committees.
- 12.2 British representatives shall be asked to prepare Reports relating to the progress of work within a Division for inclusion in the Annual Report of the COMMITTEE.

13. FINANCE

- 13.1 The general fund at the disposal of the COMMITTEE shall be derived as follows:
- a) by equal contributions from each sponsoring organisation.
 - b) by equal contributions from each co-operating organisation which is a trade organisation.
 - c) by equal contributions from all other co-operating organisations such as Government Departments, cultural and scientific bodies, companies etc.
 - d) by equal contributions from each participating University or College or similar academic body.
 - e) by contributions from individual members as shall be determined by Council.
 - f) by the proceeds of fund raising by or on behalf of the COMMITTEE.
- 13.2 The amounts of the contributions respectively payable by the organisations referred to in (a), (b), (c) and (d) of this Rule may be different, and may be recommended by the Council to the Board of Trustees. The Board of Trustees recommendation shall be submitted for approval by the COMMITTEE at the Annual General Meeting.
- 13.3 The appropriate contribution from each organisation shall become due on 1st October of each year, and shall be paid to the Treasurer of the COMMITTEE.
- 13.4 The general fund at the disposal of the COMMITTEE shall be used to defray the administrative expenses of the COMMITTEE and the annual payment for Great Britain and Northern Ireland to the general funds of the CIE, as shall from time to time be determined by the CIE. The expenses of delegates to sessions of the CIE shall not be a charge on the general fund of the COMMITTEE. (See also Rule 13.5).
- 13.5 The expenses of any special investigation or other technical activity undertaken or supported by the COMMITTEE shall not be included in the aforesaid accounts, but shall form the subject of special arrangement. The COMMITTEE shall be at liberty to accept grants from any person or institution for meeting the expenses of special investigations or any other technical activity and the Treasurer shall keep a separate account of such receipts and expenditure, which after being duly audited, shall be presented for acceptance by the Annual General Meeting.
- 13.6 The Executive Secretary shall circulate to each member of the COMMITTEE at least a week before the date of the Annual General Meeting of the COMMITTEE, in the Autumn of each year, a statement of the accounts of the COMMITTEE for the past year. The acceptance of such accounts (which shall have been duly audited and certified as correct) by the Annual General Meeting shall be sufficient discharge of the liability of the Treasurer to account for the contributions received from the various organisations.

14. BANKING ACCOUNT

- 14.1 All sums of money paid to the COMMITTEE by way of subscription, donation or otherwise shall be handed to the Treasurer who shall pay the same into a bank or other suitable account in the name of the Charity as the Board of Trustees may from time to time decide.
- 14.2 Cheques shall be signed by at least two signatories, both of whom shall be Trustees of the charity.

15. INVESTMENT

- 15.1 The Trustees shall invest any monies not required for the immediate purposes of the COMMITTEE in securities in which Trust money may by law be invested with power from time to time to transpose such investments.

16. AUDITORS

- 16.1 The Auditors shall be appointed by the COMMITTEE at each Annual General Meeting and shall be a professional body of accountants.

17. ALTERATION OF THE RULES

- 17.1 Any member of the COMMITTEE may propose an alteration to the Rules, but shall give notice of the proposal to the Executive Secretary for inclusion in the agenda of a meeting of the Council, which shall be called by its Chairman for that purpose.
- 17.2 If the alteration is approved at that meeting, it shall first be confirmed by the Board of Trustees and then at a further meeting of the Council called by its Chairman for the purpose; the full text of the proposed amended Rules shall be issued with the calling notices of the meetings. Amendments to the Rules shall receive the assent of two-thirds of the members of the COMMITTEE present and voting at an Annual General Meeting or Special General Meeting.
- 17.3 No alteration shall be made to clauses 1, 2, 18 or this clause until the approval, in writing, of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained and no alteration or amendment shall be made to the Rules which would cause the COMMITTEE to cease to be a Charity.
- 17.4 Additions to or deletions from the Schedule to these Rules may be made as described in the foregoing paragraphs. The approval of the COMMITTEE may be by postal vote.

18. DISSOLUTION

- 18.1 The COMMITTEE may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days' notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the COMMITTEE provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the COMMITTEE but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the COMMITTEE as the COMMITTEE may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

SCHEDULE

Schedule of sponsoring organisations of the National Illumination Committee of Great Britain, according to Rule 3.2 (a):

1. Society of Light and Lighting.
2. Institution of Electrical Engineers.
3. Institution of Lighting Engineers.
4. Department for Transport.