



## NATIONAL ILLUMINATION COMMITTEE OF GREAT BRITAIN

### RULES

(In force on 23<sup>rd</sup> November 1994, amended 27<sup>th</sup> November 2002,  
3<sup>rd</sup> December 2008 and 2<sup>nd</sup> December 2021)

#### 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 individual members with appropriate knowledge and experience.
- 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.
  - b) Representatives from the co-operating organisations, universities and educational organisations as shall be determined by the Committee (see Rule 5).
  - c) Individual Members who are suitably qualified as shall be determined by the Committee.
  - d) The British Representative to each of the CIE Technical Divisions.
- 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 Chair, two Vice-Chairs, 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. EXECUTIVE SECRETARY**

5.1 All secretarial duties on behalf of the Committee shall be the responsibility of the Executive Secretary. The Executive Secretary is appointed by the Board of Trustees and may be financially remunerated. They may be a member of the Committee but may not be a Trustee.

## **6. ELECTION OF TRUSTEES**

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 from members of the Committee 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 their place for the remainder of their period of office.

## **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 and the Examiners of Accounts 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 on written request by any five members of the Committee.

7.4 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 Chair.

7.5 At all meetings of the Committee each member present shall have one vote; the Chair shall also have the right of a casting vote. Six members of the Committee shall form a quorum. If the quorum is not present within half an hour after the time set for the start of the meeting, or if during a meeting such a quorum ceases to be present, the meeting is adjourned to the same day in the next week, at the same time and place, or to another day, time and place as decided by the Trustees.

## **8. REPORTS**

8.1 The Executive Secretary shall send a copy of the Annual Report and the independently examined 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. 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, they shall notify all members of the Committee.

**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 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 committee to fill the vacancy.

**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 their absence, a deputy appointed by the COMMITTEE shall record the vote. The Central Bureau of the CIE shall be notified of the names of these delegates in advance 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 Vice-President Technical of the CIE issues a list of the new 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 Committee shall circulate this list to all members of the Committee together with the allocation of secretariat responsibility.

12.2 British representatives shall be asked to prepare Annual Reports relating to the progress of work within a Division. Such reports may be included in the Annual Report of the Committee or published separately.

**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.
- c) by equal contributions from each participating educational institution.
- d) by equal contributions from individual members.
- e) by the proceeds of fund raising by or on behalf of the Committee.

13.2 The amounts payable by the organisations referred to above shall be recommended by the Trustees 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 make the annual payment for Great Britain and Northern Ireland to the general funds of the CIE, and to defray the administrative expenses of the Committee. 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 and 15.3).
- 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 examined 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 Trustees may from time to time decide.
- 14.2 Cheques shall be signed by two signatories, both of whom shall be Trustees of the Charity or the Executive Secretary.
- 14.3 Electronic payments shall be approved by two signatories, both of whom shall be Trustees of the Charity or the Executive Secretary.

#### **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.
- 15.2 Such investments shall only be made in accordance with the Investment Policy, which shall be reviewed at least annually.
- 15.3 The Trustees may award grants using the income from the investments.

#### **16. EXAMINERS OF ACCOUNTS**

- 16.1 The Examiners of Accounts shall be appointed by the Committee at each Annual General Meeting and shall be an appropriate professional person or firm.

#### **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 Committee.

- 17.2 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.

**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.