



Australian  
Institute of  
Architects

**The Royal Australian Institute of Architects Limited**

## **Regulations**

**If the revised Constitution is approved, there will be a number of new regulations approved by the Board, in consultation with National Council**

## TABLE OF CONTENTS

1. ELIGIBILITY FOR MEMBERSHIP (consolidation of material for various existing documents)- as attached
2. MEMBERSHIP CLASSES (is the schedule 2 from the current Constitution and is only changed to where the Board makes the decisions, in consultation with National Council) – as attached
3. CODE OF ETHICS (the current Code of Professional Conduct will be reviewed by a National Council approved working party) – as attached
4. GENDER EQUITY POLICY as recently approved by National Council - as attached
5. PEOPLE AND CULTURE POLICIES (will be revised in the context of the revised Constitution)
6. MEMBER BEHAVIOUR POLICY (this will be revised in the context of the revised Constitution.)

DRAFT

# 1. ELIGIBILITY FOR MEMBERSHIP

## Eligibility & application process

### Member level 1

Person who, in the opinion of Board, in consultation with National Council holds a prescribed architectural qualification and who has gained prescribed experience.

The prescribed experience necessary for admission or elevation to Member level 1 membership shall be an accredited pass in any of the architectural practice examinations listed below:

- AACA (Architects Accreditation Council of Australia)
- National Council of Architectural Registration Boards in USA
- The Royal Institute of British Architects (RIBA) (Part 3)
- HKIA (Hong Kong Institute of Architects)
- Malaysian Institute of Architects (PAM)
- Architects Education and Registration Board of New Zealand (NZRAB)
- Architectural Institute of British Columbia
- Singapore Institute of Architects

or prior registration as an architect in at least one State or Territory of Australia.

Special cases may be referred to the National Council for consideration provided the candidate has made a significant contribution to architecture.

Post nominals: RAIA

### Member level 2

Member Level 2 membership is available to candidates eligible to join the Institute as Member level 1 or to existing Member level 1 members provided that none of the following apply:

- The member or candidate is a director of a company or a partner in a partnership engaged in architectural practice or a director or partner of a firm operating in the construction industry
- 20% or more of annual income earned from architectural practice derives from self-employment in architectural practice as a sole practitioner
- The member or candidate is a self-employed independent contractor to the practice, or an employee, a shareholder, partner or beneficiary of a company or business entity that provides the member or candidate's services to an architectural practice or to another business entity controlling the architectural practice.
- The member or candidate is an employee of an architectural practice and is also entitled as a shareholder, partner or beneficiary of a business entity controlling that practice to receive a distribution of profit from that business entity
- The member or candidate is an employee of a business entity controlling an architectural practice and is also entitled as a shareholder or beneficiary of the architectural practice to receive a distribution of profit from the architectural practice.

Level 2 members are not eligible to attend any general meetings of the Institute, to vote or to use post nominals.

### Affiliate level 1

Person who, in the opinion of Board, in consultation with National Council, holds a prescribed qualification and has also gained approved experience.

The prescribed qualification is an architectural qualification accredited by the Architects Accreditation Council of Australia or by an overseas accreditation authority recognised by the Institute. Candidates must provide a copy of their degree certificate either certified or the equivalent online verification.

The prescribed experience for admission to Affiliate level 1 is:

- Five (5) years after the year of graduation with a prescribed qualification or
- A 0.6 or greater, time appointment on the teaching staff of an architectural course leading to an architectural qualification prescribed by council for admission to member level 1 membership

Post nominals: Affiliate RAIA

### **Graduate**

Person who, in the opinion of the Board, in consultation with National Council holds a prescribed qualification.

The prescribed qualification is an architectural qualification accredited by the Architects Accreditation Council of Australia or by an overseas accreditation authority recognised by the Institute. Candidates must make application on the prescribed form and provide a copy of their degree certificate either certified or with a link to an equivalent online verification by the tertiary institution conferring the award.

Post nominals: RAIA Grad.

### **Affiliate level 2**

Level 2 membership of the Affiliate class of members is available to candidates who do not have a recognised architectural qualification as prescribed by Board, in consultation with National Council for admission but who do have a tertiary (degree or higher) qualification in a discipline associated with architecture or the built environment. A qualification relating to a discipline other than the built-environment may be accepted in individual cases if the Institute considers the discipline or the professional role of the applicant has sufficient connection with the built environment.

No candidate may be admitted, or may a member remain admitted to the level 2 class if they have obtained a prescribed architectural qualification for admission as a level 1 or graduate member.

Post nominals: Affiliate RAIA

### **Student Member**

Student members shall be persons who are resident in Australia and enrolled in courses of study leading to the academic qualification requirements for Graduate or Affiliate level 2 membership.

Student membership is also valid if deferred from the course of study for up to one year.

Student members will be elevated to Graduate membership on the notification of the passing of all examinations leading to the award of the approved qualification.

### **Life Fellowship**

Life Fellowship may be awarded to a Fellow who, in the opinion of National Council has rendered notable contribution to the advancement of the profession in design, construction, literature education, public service or in any other way deemed worthy of the honour of Life Fellowship. 'Notable contribution is defined as contribution above and beyond the normal contribution made by an architecture in the course of their professional career such as:

- A record of long or high service in a professional or industry association
- A long and sustained record of recognised excellent works or public service
- Or similar achievement in the fields of building technology, literature or education

Nominating procedure

1. All level 1 members of the Institute are eligible to make nominations
2. Nominations shall be in the name of the Proposer who will be personally responsible for collating and submitting all relevant information together with the citation

3. Each nomination shall address in detail the notable contribution, include a citation of 250 words, general resume listing professional positions held in the architectural profession and additional details to expand on the nominee's contribution to the profession
4. Nominations shall be submitted for endorsement by the chapter of which the nominee is a member and submitted to National Council for consideration

Post nominals: LFRAIA

### **Fellowship**

Fellowship is awarded to Voting Level 1 members who have demonstrated a significant contribution to the architecture profession beyond architectural practice.

Criteria:

- Time: A minimum of 12 years as a voting member (Chapter councils may consider a lesser period of membership as a special case)
- Contribution: Evidence of a significant contribution to the profession, and
- Endorsement: Recommendation and endorsement of reasons for elevation by two Voting members. In the case of international chapter members, two short references of no more than 500 words, written by Voting members must also accompany the application

Guidance notes:

Fellowship is to recognise a level of achievement within the architectural profession. To demonstrate this significant contribution candidates should provide supporting information that describes in detail the following:

- (a) Gaining of significant experience in the practice of architecture
- (b) Significant service to the profession or the community

Post nominals: FRAIA

### **Honorary Fellow**

Person who, in the opinion of the National Council, is distinguished by scientific, artistic, literary or other eminent attainments in relation to architecture and who does not practice as an architect in Australia. Honorary Fellowships may only be awarded by agreement from National Council. Should an Honorary Fellow commence practice as an architect in Australia they shall cease to be an Honorary Fellow.

Nominations may be made by any voting member on the prescribed form including full details of the distinguished achievements of the nominee.

Post nominals: Hon. FRAIA

### **Honorary Member**

Honorary Members shall be persons who have made a significant and long-term contribution to the Institute, or office bearers of international bodies or of overseas architects' associations having a strong affiliation with the Institute. Honorary Membership may only be awarded by agreement from National Council.

Nominations may be made by any voting member on the prescribed form and including full details of the contribution or role of the nominee. The application is to be endorsed by three voting members.

Post nominals: Hon. RAIA

### **Practice member**

Corporation or partnership which, in the opinion of Board, in consultation with National Council, supplied architectural services, is under the control of a corporation or partnership of a voting member and meets all other prescribed requirements.

Eligibility

To be eligible for A+ membership a practice must first meet all requirements of the relevant Architects Registration Board for architectural practices in Australia (if any). Discreet business units or cost centres in multi-disciplinary organisations or government bodies may also be eligible provided that the primary activity of the business unit is the practice of architecture and, the unit is also under the direction of a registered architect. Sole practitioners, provided they are registered architects, are eligible for A+ membership. Only architects registered to practice in Australia can lead an application for A+ membership

#### Obligations of A+ membership

Both the benefits and obligations of A+ membership are aimed at ensuring that A+ practices are best equipped to be considered and promoted as premium quality practices. The main obligations of A+ practices are thus:

- Having all eligible staff as Institute members enrolled under the A+ practice
- Having all registered architects and senior graduates commit to life-long learning through mandatory CPD (10 formal + 10 informal points per annum)
- Maintain appropriate levels of Professional Indemnity Insurance

#### PRACTICE

- Rate 1 (1-2 members)
- Rate 2 (3-5 members)
- Rate 3 (6-20 Members)
- Rate 4 (21-50 Members)
- Rate 5 (51+ Members)

#### Membership subscription rate discounts & eligibility

##### Retired subscription rate

The Retired rate of subscription is available to members who have retired from the work force by reasons pertaining to age, circumstance or health. "Retired" is defined as spending no more than 20% of time (or one day a week) on income earning activities. Chapter Council recommendation is a pre-requisite to transfer to this subscription rate.

##### Parental Leave/ Post Graduate leave subscription rate

A reduced rate of subscription is available to members who experience a reduction in income while caring for children under 5 years of age; or, to further their education in the built environment through enrolment in post-graduate study. The reduced rate is applicable for two consecutive years, after which it must be re-applied for if required. Parental leave applicants must provide a copy of their child's birth certificate. Post-graduate leave applicants must provide evidence of their enrolment.

##### Academic subscription rate

The Academic subscription rate is available to those eligible for either Member level 1 or Affiliate level 1 membership with a continuing 0.6 (or greater) time appointment on the staff of an accredited architectural course.

##### Special circumstances (former Article 88)

In special cases where a member demonstrates to the satisfaction of the Council that he or she is unable to pay the prescribed membership subscription by the due date, the Council may, on the recommendation of Chapter Council, act as follows:

- (a) exempt in whole or in part the member's subscription for the year;
- (b) defer in whole or in part for a period or periods specified the payment of the member's subscription.

The member's rights of voting, candidature or participation in any general meeting or ballot of the Institute or Chapter thereof will not be affected during the period of such exemption or deferral.

**Privileged Subscription Category**

Subscriptions are waived for members of 75 years of age and over who have been Institute members of 30 years standing or more. In special cases these criteria may be varied on application to and approval of the General Manager Membership.

**Life Fellows**

All Life Fellows from 31 December in the year they attain the age of 65 shall be no longer required to pay the annual subscription fee. Life Fellows who transfer to the Retired List shall be no longer required to pay the annual subscription fee.

DRAFT

## 2. Membership Classes

*NOTE: This is Schedule 2 from the current Constitution with the change to reflect the Board, in consultation with National Council, making decisions.*

This chapter is current as at [#] and applies to all Members of the Australian Institute of Architects (**Institute**).

Members means all members under the Constitution of the Institute. The below table details the various membership classes available to Members.

Practices don't have voting rights but the individual members within the practice do (as long as their membership category permits it).

Type of Member	Suffix Letters (Post Nominals)	Eligibility	AGM/EGM Voting rights	May Attend AGM	Receives Annual Report
Member Level 1	RAIA	Person who, in the opinion of the Board, in consultation with National Council, holds a prescribed architectural qualification and who has gained prescribed experience.	✓	✓	✓
Life Fellow	LFRAIA	Fellow who, in the opinion of the National Council, has made notable contribution to the advancement of the profession in design, construction, literature, education, public service or in any other way deemed worthy of the honour of life fellowship.	✓	✓	✓
Fellow	FRAIA	Member Level 1 who has gained substantial experience in architecture and made a significant contribution to the profession.	✓	✓	✓
Graduate Member	RAIA Grad	Person who, in the opinion of the Board, in consultation with National Council, holds a prescribed qualification.	✗	✓	✓
Student Member	[no suffix]	Person who, in the opinion of the Board, in consultation with National Council, is enrolled in a course of study at a tertiary education institution in Australia or overseas in a discipline related to the built environment, and who has not attained the academic qualifications required for the Member Level 1.	✗	✓	✓
Affiliate (Level 1)	Affiliate RAIA	Person who, in the opinion of the Board, in consultation with National Council, holds			



		a prescribed qualification and has also gained approved experience.	✓	✓	✓
Honorary Member	Hon. RAIA	Person who, in the opinion of the National Council, has made a significant contribution to the Institute, or office bearers of international bodies or of overseas architects' associations having a strong affiliation with the Institute.	x	✓	✓
Honorary Fellow	Hon. FRAIA	Person who, in the opinion of the National Council, is distinguished by scientific artistic, literary or other eminent attainments in relation to architecture and who does not practice as an architect in Australia.	x	✓	✓
Member Level 2	[no suffix]	At Level 2 Membership Class may be established by the Board for any of the above Membership Classes. A Member Level 2 does not have the right to attend any general meeting of the Institute.	x	x	x

DRAFT

### 3. **Code of Professional Conduct**

(current as at July 2017)



**Australian  
Institute of  
Architects**

The Royal Australian Institute of Architects Limited

Code of Professional Conduct

Adopted by the Council on 31 January 2006

to be reviewed by a National Party appointed working party.

<https://www.architecture.com.au/wp-content/uploads/Institute-Code-of-Professional-Conduct.pdf>

DRAFT

## 4. Gender Equity Policy (approved 2020)

The Australian Institute of Architects Gender Equity Policy establishes a set of policy principles to ensure that the Institute and its members are aligned in valuing and exhibiting principles of fairness and equity, which lead to the provision of equal opportunities, rights and benefits to all people, regardless of gender, engaged within the architectural profession, and to eliminate gender-based impacts on the participation and progression of women within the profession.

### Context

The Institute aims to continuously improve its operations and its approach to member engagement and guidance, based upon best practice principles. By adopting a comprehensive and ethical approach, the Institute aims to ensure that it engages fairly and equitably with all its members, staff and other stakeholders, regardless of gender, in a positive, respectful and constructive manner. Equally importantly, the Institute aims to assist the whole architectural profession to do the same.

Discrimination on the basis of gender is illegal. However, legal constraints on gender-based discrimination have, for most practical purposes, been limited to instances of overt and intentional discrimination. Many systemic, often unintended and largely invisible effects continue to impact on the participation and progression of women within the Australian workforce, and specifically within the architecture profession.

The research that led to the development of this policy demonstrated that women are under-represented in every measure of participation in Australian architecture. This is particularly apparent at senior levels, despite the fact that the proportion of women graduates has been close to parity for decades. It found that women in architecture tend to follow 'atypical' career paths, and many leave, step sideways, or don't return from a career break. There is also clear evidence of gender-based pay gaps, while architects working part-time are often sidelined. Low pay, long hours, and difficulty in reconciling professional and family life are also problems for men in architecture, but they impact in different, specific, and compounded ways for women in the profession.

The Gender Equity Policy aims to ensure that Australian architecture offers equitable opportunity for all, and the profession is able to meet the needs and expectations of the whole community.

### Background

This policy was developed in 2013 by the Australian Institute of Architects in collaboration with the research team undertaking the *Equity and Diversity in the Australian Architecture Profession: Women, Work and Leadership* study.<sup>i</sup> The Institute was an industry partner on this research, which provided extensive evidence of gender inequity in Australian architecture. This research built on earlier studies, including Paula Whitman's 2005 study *Going Places: The Career Progression of Women in the Architectural Profession*, along with earlier reports undertaken by the Institute.<sup>ii</sup>

There has been some improvement since 2013, particularly in the numbers of women attaining registration as architects, however strong gendered patterns remain, as is demonstrated in the findings of the 2018 *Parlour Census Report 2001-2016: Women in Architecture in Australia*.<sup>iii</sup>

This policy has influenced international policies on gender and architecture, most notably by International Union of Architects Policy on Gender Equity in Architecture, which was approved by the UIA Assembly in Seoul, South Korea in

2017.

## Scope

This policy sets out principles designed to maximise fair and equitable access to opportunities for women relating to:

- **Ownership and leadership in the architecture profession** (including recognition of a wide range of contributions and achievements, new succession strategies, and new models for progression to partner/owner roles);
- **Participation as employees in the architecture profession** (including matters such as equal pay, equal responsibility, meaningful part-time work, more flexible career pathways, flexible working conditions and retention of women in the profession);
- **Representation and governance within the Institute** (including committees, National and Chapter Councils, juries and selection panels);
- **Institute programs, services and events** (including membership options, professional development, conferences and events, awards and prizes, products and services); and
- **Operational activities within the Institute** (including employment and recruitment practices, pay equity, leadership, management and succession).

## Principles

Best practice principles adopted as the foundation for fair and equitable participation within the architecture profession are:

1. **Acknowledge the profession's obligation to accommodate the diverse needs of the community:** Architects must have the capacity to understand and respond to the diverse needs of clients and the broader community. This is best achieved when all levels of the profession reflect the diversity of the community. The Institute will develop and promote strategies to ensure this outcome.
2. **Recognise and respond effectively to the diversity of members:** In all key decisions and activities, the Institute will account for the diverse interests and circumstances of all members, taking particular account of gender, career stage and access to services.
3. **Incorporate provisions to ensure gender equitable outcomes in all Institute initiatives.** In considering all programs, services and activities, the Institute will evaluate the program for its contribution to gender equity, as well as other parameters such as financial impact, risk, time and resource requirements.
4. **Communicate the value of gender diversity in leadership roles:** The Institute will address the gender imbalance in leadership and ownership of architectural practices. It will advocate for the benefits of a more gender-balanced approach to design direction, project management and business management.
5. **Promote equality of employment arrangements.** The Institute will adopt, and promote within the profession, equitable employment and recruitment practices. This includes addressing pay inequity and supporting equitable recruitment, advancement and promotion processes.
6. **Support alternative and flexible career pathways within the profession:** The Institute will identify, validate and offer guidance on supporting diverse and non-linear career paths, and ensuring that systems of recognition, reward and career progression are not predicated on traditional linear career paths. This includes the Institute's own activities.
7. **Develop mentorships and networks available to all genders.** The Institute will facilitate and encourage informal access by all genders to the influence and experience of leaders, networks and mentors in the profession, ensuring diversity in their pairings and associations.
8. **Educate the profession about the impact of gender stereotypes.** Recognising that many contemporary workplaces and professional systems retain vestiges of processes and cultures that structurally benefit men as a group, the Institute will inform and educate members about these impacts, the resulting barriers to equality, and strategies to address them.
9. **Actively seek input on the needs of all members:** The Institute will provide effective and readily accessible

channels for members of all genders to provide feedback or unsolicited suggestions, ideas, concerns or complaints relating to gender equity and gender-based bias and discrimination.

**10. Develop and coordinate specific programs to give effect to this Gender Equity Policy.** The Institute will establish and maintain an effective forum to create, maintain, review and report on specific programs designed to implement the principles of this policy.

**11. Demonstrate leadership on gender balance in all Institute activities.** The Institute will make every effort to achieve a 40 / 40 / 20 gender balance in all organisational and public activities (40% women / 40% men / 20% any gender). This includes, but is not limited to: membership or leadership of Institute committees, juries, representation at conferences, participation in event programs and panel discussions. Institute endorsement of, or participation in, external panels, conferences or competitions must also accord with this policy.

## Implementation

Every effort should be made to achieve a **40 / 40 / 20 gender balance** (40% female / 40% male / 20% any gender) for membership or leadership of Institute committees, juries, representation at conferences and on panel discussions, or Institute endorsement of external panels, conferences or competitions in line with this policy.

The Institute commits to supporting ongoing data collection and research, and to regularly report on findings both within the Institute and the greater profession.

## Review

This policy and the ideas embodied in it will be reviewed as required, but generally at not more than 3-yearly intervals.

---

<sup>i</sup> The first iteration of the policy was developed by the Australian Institute of Architects' Gender Equity Working Group, and was guided by the Institute's Gender Equity Steering Committee, chaired by Shelley Penn. The research project "Equity and Diversity in the Australian Architecture Profession: women, work, leadership (2011–2014)" was initiated and led by Dr Naomi Stead and was funded under the Australian Research Council Linkage Grants scheme, LP 100200107. Researchers were Professor Naomi Stead, Justine Clark, Dr Gill Matthewson, Dr Karen Burns, Dr Amanda Roan, Professor Gillian Whitehouse, Professor Julie Willis and Professor Sandra Kaji-O'Grady. Industry partners were Bates Smart, BVN and PTW, the Australian Institute of Architects and Architecture Media. Another outcome of this research is the research-based advocacy Parlour: women, equity, architecture Inc.

<sup>ii</sup> Paula Whitman, *Going Places: The Career Progression of Women in the Architectural Profession*. Brisbane: Queensland University of Technology, 2005. Other reports include: *Women in the Architectural Profession: A Report by the Australian Institute of Architects to the Human Rights Commission* (1986); *Towards a More Egalitarian Profession: The Findings of the Royal Australian Institute of Architects Committee on the State of Women in Architecture* (1991); and *The Career Progression of Men in the Architectural Profession* (Australian Institute of Architects, 2006).

<sup>iii</sup> *Parlour Census Report 2001–2016: Women in Architecture in Australia* (Melbourne: Dr Gill Mathewson and Parlour, 2018).