

**THE INSTITUTE OF
BARRISTERS' CLERKS**

**RULES
THE INSTITUTE OF BARRISTERS' CLERKS**

INTERPRETATION

1. In these Rules, unless the context otherwise requires:

The "Management Committee" is formed of both elected and co-opted members of the IBC; and the "Executive Committee" shall mean the Committee comprising the Chair, the Vice-Chair, the Treasurer, the Vice-Treasurer, the Common Law Secretary, the Chancery Secretary, the Education Secretary, and the Criminal/Crime Secretary, also and otherwise known as Officers of the IBC and as constituted by these Rules.

Reference to "Member" or "Members" in these Rules shall mean all Members other than Honorary Members of The Institute unless otherwise stated.

NAME

2. The name shall be The Institute of Barristers' Clerks and known as the IBC

OBJECTIVES of the IBC:

3. a. To promote the IBC including its benefits and activities, to all concerned.
b. To support the professional development, skills, knowledge and standards of members of the IBC.
c. To encourage each Chambers to have at least one member of the IBC within their staff complement.
d. To provide an education programme to its members.
e. To provide mentoring and wellbeing support.
f. To provide support on employment related matters.
g. The promotion of clerking as a career including through Outreach Programmes and other

avenues.

h. To engage with and support the Bar Council (including a presence on Bar Council Committees).

i. To engage with external organisations e.g. BSB, HMCTS and the Legal Aid Agency in order to protect and promote the interests of IBC members and the Bar and to facilitate good working relations between all concerned.

j. To organise amity events.

k. To organise social events.

l. To provide support to social groups in which IBC members are involved.

MEMBERSHIP

4A Membership of the IBC shall be confined to:

(i) barristers' clerks; practice managers; chambers' administration staff or anybody involved in the running of chambers' business. Anyone who undertakes a clerking role that isn't within an established or traditional set of Chambers

(ii) Honorary Members who have been Barrister Clerks and are former members of the IBC but who are now retired from the profession;

4B (i) Applications for Membership can be made using the application form on the IBC website www.ibc.org.uk, all applications will be collated by the IBC Administrator and referred to the Management Committee for consideration and approval, at the monthly meetings.

The Management Committee shall have power to accept or reject any Membership Application without giving any reason thereto.

4C. The following categories of Membership of the IBC shall apply, namely:

(i) barristers' clerks; practice managers; chambers' administration staff or anybody involved in the running of chambers' business, who are approved under one of the subscription categories in Section 5, below.

(ii) *International Associate Members*, which category shall be limited to those working in

other jurisdictions who qualify under clause 4A (i) or (ii) and shall be without voting rights.

- (iii) *Honorary Members*, which category shall be limited to Members who on retirement from chambers shall elect to become an Honorary Member without subscription or voting rights.

4D. Restriction on the roles of members

- (i) Serving on the Management Committee of other representative organisations shall be a bar to joining the IBC Management Committee for three years but not a bar to membership of the IBC.
- (ii) This is not to preclude a role on the Bar Council, Bar Standards Board or similar, save where there is a conflict of interest.

SUBSCRIPTIONS

5. The Annual Subscription shall be payable either by direct payment or bank transfer on 28th January each year.

- (i) The AGM shall determine the annual subscription fees for all members to cover subscriptions to the next renewal date.
- ii) Where a Member ceases to be employed as a barrister's clerk/practice manager but, in the opinion of the Management Committee is genuinely seeking re-employment as such, their membership shall not lapse but be permitted to continue for such period as the Management Committee may determine.
- (iii) Any member taking a career break may seek to have their membership held over until such time as they return to chambers; their annual subscription will not fall due until the January following their return
- (iv) Any member in the category of Senior Clerk of fifteen years standing suffering

from financial hardship may apply to the Executive Committee for a reduction/suspension of their annual subscription.

FAILURE TO PAY SUBSCRIPTIONS

6. If any Member fails to pay their appropriate Annual Subscription by the date of the first AGM after 28th January (save as in 5 (b) above) , notice shall be given to the member via email allowing them 14 days to make the payment or to provide reasons for non-payment. If the member fails to respond, then their IBC membership will be terminated with immediate effect.

REGISTRATION OF MEMBERS

- 7A. A Register of Members shall be kept. The information will include the member's name, current employing Chambers and email address. The Register shall include the names and professional addresses of the Heads of Chambers of such Members.
- 7B In line with GDPR Requirements, the Data Controller for the information held on the Register will be the Chair of the IBC (on behalf of the IBC) and the Data Processor will be the Administrator of the IBC (on behalf of the IBC). This information will be accessible only by the Executive Committee Members and the Administrator of the IBC.

MANAGEMENT

- 8A The Management of the IBC shall be entrusted to the Executive Committee
- i. The Executive Committee will consist of up to eight Officers (Chair, Vice Chair, Treasurer, Chancery Secretary, Common Law Secretary, Crime Secretary, Education Secretary, Vice Treasurer)
 - ii. There will be an annual election for the officer positions, at the AGM, as per section 16.
- 8B Management of the IBC
- (i) Chair – is to provide leadership to the IBC and to manage the Executive Committee and Management Committee business, including chairing meetings of the same.
 - (ii) Executive Committee: is entrusted with the management of the IBC and shall be a constituent part of Management Committee. It shall meet as required by the Chair.

- (iii) Treasurer: to ensure the proper stewardship of IBC funds in accordance with the Rules. To report monthly at Management Committee meetings and to deliver the Annual Accounts and Budget at the AGM.
- (iv) Management Committee: shall meet on the second Thursday of each month (save for August) unless the Chair, directly or via the Administrator, provides seven days' notice of an alternative date. Management Committee is entrusted with the running of the IBC including carrying into effect the Objectives of the IBC subject to any requirements from the Executive Committee. Management Committee members (including those co-opted) shall provide representation on Bar Council Committees.
- (v) General Purposes Committee: This committee is to be used for the progression of significant pieces of work. Projects can be delegated to the GPC by the Executive Committee, for which purpose the Chair shall appoint either one Officer and two members of Management Committee or two Officers and three members of Management Committee to progress matters. Additional person(s) may be co-opted to assist as needed but shall be non-voting. GPC, when active, shall report monthly to Management Committee. There may be more than one project at any one time with different individuals working on them.
- (vi) The Crime Secretary (or another Officer nominated by the Chair) shall review on an annual basis (to be confirmed to the AGM) the following policies: IBC Code of Conduct, Disciplinary rules, GDPR, Privacy and Cookies.
- (vii) The IBC Sub committees and groups are detailed below and in Appendix A. Each subcommittee and group is to report at each Management Committee meeting, save for the Education Committee and Etiquette and Discipline Committee who will report every quarter.

SUB-COMMITTEES

9A At the first meeting of the Management Committee after the Annual General Meeting the composition of the following Sub-Committees shall be agreed:

- (i) Career Development;
- (ii) Chambers and Social;

- (iii) Criminal
- (iv) Education;
- (v) Equality, Diversity, Inclusion, Wellbeing and Retention;
- (vi) Etiquette and Discipline;
- (vii) IT and Social Media

And representatives agreed for the following Bar Council Committees and Groups:

- (i) Alternative Dispute Resolution (ADR);
- (ii) Chambers Management Panel;
- (iii) Ethics Committee;
- (iv) Family Committee;
- (v) International Business Development Strategy Group;
- (vi) Legal Services Committee;
- (vii) Pro Bono and Social Responsibility Committee;
- (viii) Remuneration and Terms of Work;
- (ix) Regulatory Review Working Group;
- (x) Young Barristers Committee;

Any other Committee or group which request an IBC representative or that the Chair/Executive Committee deem appropriate.

9B Annual Conference Committee

- (i) The Chair shall appoint a Conference Chair who shall become an ex-officio member of both the Management Committee and the Education Committee. The Conference Chair shall report to each Management Committee meeting regarding any developments.
- (ii) The Annual Conference will typically be scheduled for November and will take place in London every other year, with the conference held in a different location in the alternate years. This schedule is subject to the availability of a Chair in the selected location and may be adjusted if a Chair cannot be sourced, at the discretion of the Chair/Executive Committee.
- (iii) The Education Secretary will help inform the conference agenda and provide support

as is requested.

The Orders of Reference and Delegation of Duties to these Sub-Committees are annexed to these Rules as Appendix "A".

9C The IBC Chair will appoint a Chair to each Sub-Committee.

9D Each member of the Management Committee is required to take an active role either in one of the IBC committees or as an IBC representative on a Bar Council Committee.

EXECUTIVE COMMITTEE

10. The Chairperson may convene a meeting of the Executive Committee at any time and shall report such meetings to the next meeting of the Management Committee. Five Members to form a quorum.

COMMITTEE EXPENSES

11. It is recognised that from time to time that Officers and Management Committee members of the Institute may incur expenses in the discharge of their responsibilities. The general expectation is that individuals will carry their own expenses save for where provided in the Institute's rules at Annexe C

ELECTION OF OFFICERS AND MANAGEMENT COMMITTEE

12.

(i) The Office of Chair shall be limited to a tenure of three consecutive years. At the end of three years, the outgoing Chair shall not be eligible for re-election

(ii) Any Member wishing to become an Officer or Committee Member of the IBC must have their application proposed by an existing member of the Management Committee and be seconded. Notice of such proposal, together with the consent of the candidate to act, if elected, shall be sent to the Chancery Secretary not less than fourteen days before the Annual General Meeting at which the election of Officers and Management Committee will take place.

(iii) The Chair may, in consultation with the Executive Committee Coopt members on to the Management Committee.

(iv) If a post is contested a ballot will be issued to the members by email seven days prior to the AGM.

PRESIDENT, LIFE PRESIDENTS AND VICE PRESIDENTS

- 13A (i) The IBC may either at the Annual General Meeting or in General Meeting appoint a Life President(s), a President plus a maximum of twelve Vice Presidents (each of whom must satisfy the Terms of Membership at 4A(i), who may be a former Chair of the IBC or a member appointed to be a Vice President in recognition of outstanding service to the IBC. In the latter circumstance, the member must be nominated and proposed by a member of the Executive Committee and approved by the Management Committee.
- (ii) Vice-Presidents who cease to satisfy or who do not satisfy the IBC Terms of Membership at 4A(i) shall be appointed automatically Vice President Emeritus for life
- (iii) Such Life President, President, Vice President and each Vice President Emeritus shall have no voting rights at Committee Meetings.
- (iv) Whilst continuing as fully paid-up members such Life President, President, Vice President and any Vice President Emeritus on the recommendation of the Management Committee may be appointed Honorary Members of the IBC with no voting rights.
- 13B (i) Upon the next appointment (as of March AGM 2023) the President shall be limited to a tenure of three consecutive years. At the end of three years, the outgoing President shall not be eligible for re-election. On retiring from that office the President will then become a Life President.

- (ii) The President will be elected at the Annual General Meeting on the recommendation of the Executive Committee with the approval of the Management Committee or in the same way at a General Meeting.
- (iii) Vice Presidents will also be elected at the Annual General Meeting on the recommendation of the Executive Committee with the approval of the Management Committee or in the same way at a General Meeting.
- (iv) For those appointed to the position of President and Vice President they will be expected to act as ambassadors to the IBC and continue to actively promote the IBC when requested to do so by the Chair of the IBC.
- (v) Any member of the Management or Executive Committee who is elected as Vice President shall stand down from the Committee/s immediately upon appointment but shall remain eligible to represent the IBC and eligible for re-election to the Management Committee after 12 months, provided they meet the criteria.
- (vi) The President and Vice Presidents must have served either as an Officer or as a Chair of a Sub-Committee for a period of three years; or be nominated in recognition of outstanding service to the IBC
- (vii) Such Life President, President, Vice President and Vice President Emeritus shall have no voting rights at Committee Meetings and may only attend management committee meetings at the request of the Chair
- (viii) Any President who leaves the profession in the term of their office shall stand down from that office either at the next Annual General Meeting or within 12 months (whichever event is the sooner) and will, per 13B(i) above, become Life President.

MEETINGS OF THE MANAGEMENT COMMITTEE

- 14.(i) The Management Committee shall meet regularly on the second Thursday in each month (unless representatives are informed to the contrary) at such times and places as the Management Committee may determine, and be presided over by the Chair, or in their absence the Vice Chair, or such other member of the Executive Committee as nominated by the Chair or Vice-Chair. Minutes of the proceedings of the Management Committee shall be kept and approved by the Chair.
- (ii) Each member of the Management Committee is required to attend a minimum of 8 Management Committee meetings per year. Should a member not attend 8 meetings, the matter will be put before the Executive Committee for consideration. In the absence of an acceptable reason for not attending 8 meetings, the member may be removed from the Management Committee.
- (iii) In the case of equality of votes the Chair shall have a second or casting vote.

POWERS OF THE EXECUTIVE AND MANAGEMENT COMMITTEE

15A. The Executive Committee shall have power:

- (i) To refer to the Disciplinary Sub-Committee any complaint which is made to the IBC by an employer, or by any other person, of the conduct of a member. Such complaint shall be referred without discussion and before any action is taken to investigate the complaint and shall be dealt with in accordance with the Disciplinary Rules and Regulations as set out at Appendix B of the Code of Conduct
- (ii) To appoint an Officer of The Institute to sign any documents on behalf of The Institute as may be necessary in the opinion of the Management Committee.
- (iii) To consider all questions arising from or connected with the Rules of the IBC
- (iv) To keep under review the administrative machinery and accommodation needs of the IBC

- (v) To consider all matters not specifically covered by the Orders of Reference to other Sub-Committees and to recommend variations to the Orders of Reference as situations demand.
- (vi) To advertise for, interview and appoint an Administrator for the IBC in the event that the position becomes vacant

15B. The Management Committee shall have power:

- (i) To carry into effect the objectives for which the IBC is constituted.
- (ii) To consider and advise on any matter(s) affecting the interests of its members.
- (iii) To elect one or more of its members to represent the IBC before or upon any other body.
- (iv) to consider all matters relating to the IBC's membership, including admission to the IBC, subscription and category of membership; the Rules; Secretariat and accommodation.
- (v) To consider, report and recommend to the Management Committee and/or Executive Committee: upon the acceptance into membership or otherwise of applicants seeking admission to the IBC; the setting of levels of subscription; and the placing of candidates for admission to the IBC in the correct category of membership under the Rules.
- (vi) In the name of the IBC to promote or participate in the promotion or otherwise of any scheme with the object of raising funds for the IBC
- (vii) To provide such amenities as may be possible for the benefit of members.
- (viii) To co-opt any Member of the IBC to serve on the Management Committee or on any

Sub-Committee as they may think fit. Such co-opted members shall have the same powers in all respects as are conferred on elected Members of the Management Committee.

ANNUAL GENERAL MEETING

16. Notice of the Annual General Meeting will be given by the Chancery Secretary at least twenty-one days before the meeting and sent to every Member and Honorary Member at their registered address, stating the place and time at which it is to be held. The Annual General Meeting of the IBC shall be held in such place as may be determined by the Committee, in the month of March, in every year for the following purposes:
- (i) To receive a report and statement of accounts for the preceding year.
 - (ii) To elect the Officers and Members of the Management Committee for the ensuing year in accordance with the foregoing Rules.
 - (iii) To determine the annual subscription for the ensuing year.
 - (iv) To consider any notice of motion or report appearing on the Agenda for the meeting.
 - (v) To consider any proposal or matter or transact any other business of which at least fourteen days' notice in writing (before the AGM) shall have been given to the Chancery Secretary by a Member. The Chair shall preside at the Annual General Meeting, or the Vice Chair, in the Chair's absence. Voting upon any resolution other than the election of Officers, shall be decided on a show of hands. No matters can be voted on unless the prescribed notice above has been given. However, this notice may be waived in urgent and exceptional circumstances and where the Executive Committee agree to include the matter in "any other business".

EXTRAORDINARY GENERAL MEETING

17. (a) The Chair or four Members of the Management Committee or the Management Committee shall at the written request of not less than ten Members, convene an Extraordinary General Meeting of The IBC. Any request for an Extraordinary General Meeting must state the objects of the meeting and must be signed by those making it.
- (b) The Chair may also request an Extraordinary General Meeting to be convened, in exceptional circumstances and with the agreement of 3 members of the Executive Committee

NOTICE OF GENERAL MEETINGS

18. The Chancery Secretary shall give at least twenty-one days' notice before any General Meeting and send to every Member and Honorary Member a notice of such meeting, stating the time and place at which it is to be held and the proposed agenda. Any proposal or resolution to be raised at a General Meeting must be lodged with the Chancery Secretary at least fourteen days before the General Meeting. No matters can be voted on unless the prescribed notice above has been given. However, this notice may be waived in urgent and exceptional circumstances and where the Executive Committee agree to include the matter in "any other business".

DINNERS

19. a) The IBC will host an Annual Dinner, the principle purpose of which is to thank other parts of the legal profession for their help and support. The invitation list shall reflect this and will include Management Committee members, the President, Vice-Presidents (including Vice-President Emeritus) and will also include IBC members not on the Management Committee but who actively support and promote the activities of the IBC. The Annual Dinner shall be organised by the Chambers and Social Committee.
- b) There are to be triennial dinners involving each of the Regions (not exclusive to members of the IBC) which are to be held on a rotating basis allowing for two per year to which the IBC will

make a contribution. The Treasurer is to determine the level of the contribution after consideration of the likely number of IBC members attending.

20. **ABSENCE OF THE CHAIR**

- (a) in the event that the Chair is temporarily unable to fulfil their IBC functions, the Vice Chair shall assume the role of Acting Chair
- (b) in the event that the Chair becomes permanently unable to continue in the role, before the end of the three year term, the Executive Committee will offer the role to the Vice Chair
- (c) If the Vice Chair does not wish to accept the position of Chair, then the matter of finding suitable candidates for the role shall fall to the Management Committee, under the guidance of the Executive Committee

RULES

21. a) These Rules may not be altered except at an Annual General Meeting or an Extraordinary General Meeting called for that purpose.
- b) The General Purposes Committee (or such Officer of the IBC as nominated by the Chair of the IBC) shall have carriage of updating the Rules and Constitution.
- c) There might be issues that arise where the rules don't cover the situation. The Management Committee has the discretion to discuss these and use their best endeavours to agree the way forward.

APPENDIX "A"

ORDERS OF REFERENCE AND DELEGATION OF DUTIES FOR SUB-COMMITTEES AND GROUP ATTENDANCE

(A) Career Development Committee (CDC) is a subcommittee of the Education Committee

General Reference:

to support the training, education and social wellbeing of members of the IBC.

- (a) to organise seminars for the whole membership, on behalf of the Education Committee.
- (b) to organise social events for junior IBC members, specifically under the CDC banner.
- (c) to report separately, from the Education Committee, to the Management Committee.
- (d) to have a separate annual budget, set by the Treasurer at the AGM.
- (e) the Chair of the CDC will sit on the Education Committee
- (f) to identify issues within clerking which relate to and affect clerks of less than 15 years' experience
- (g) to represent those members on the Management Committee and bring forward any issues raised by those members
- (h) in liaison with the Education Committee, to identify areas in which training would be helpful and to arrange the same

(B) Chambers and Social Sub-Committee

General reference:

To organise IBC social events e.g. the Annual Dinner (see 19) and social events.

- (a) to report monthly to Management Committee meetings

- (b) to have a Corporate and Social Responsibility role.
- (b) to provide support to social groups (3k and above).

(C) Criminal Committee

General reference:

To represent IBC members and engage with external organisations to ensure their interests are protected and promoted.

- (a) To report monthly at Management Committee meetings.

(D) Education Sub-Committee

General reference:

All matters related to the education, recruitment and similar matters which may affect members of the IBC. To consider, report and recommend to the Management Committee and/or Executive Committee:

- (a) Upon all questions affecting the education of Members.
- (b) To publish and promote a programme of seminars, events and educational courses, on a regular basis, for members of the IBC.
- (c) Upon all matters relating to the function of a Clerk and any legislation relevant to Members.
- (d) Upon matters regarding action with the General Council of the Bar upon all matters referred to above.
- (e) The Education Secretary shall serve ex-officio on the Career Development Committee but is not required to attend CDC meetings.
- (f) The Education Secretary will help inform the Conference Agenda and provide such support as is requested.

(E) Equality, Diversity, Inclusion, Wellbeing and Retention (EDIWR) Sub-Committee

General reference:

To promote and enhance equality and diversity within the profession; and to support the promotion of Wellbeing

This sub-committee includes the following initiatives:

Access to Clerking

COCo

Wellbeing at the Bar

Mentoring Scheme

The aim of this committee is to promote equality and diversity within the profession by:

- (a) Ensuring that there is adequate training provision for members in relation to E&D;
- (b) Monitoring the diversity of the IBC and its members by sending an anonymised annual survey requesting information in relation to, amongst other things, gender, race, religion and sexual orientation;
- (c) Maintaining the functionality of the sub-groups within this sub-committee and providing support where needed;
- (d) Representing the IBC where appropriate at career fairs
- (e) Representing the IBC on relevant Equality and Diversity and Wellbeing Committees of the Bar Council/BSB, as invited
- (f) Promoting Equality and Diversity both within the profession and outside the profession at all times
- (g) Reporting to the Management Committee in any changes in law affecting Equality and Diversity in the workplace; and on any guidance on the same provided by either the Bar Council or the Bar Standards Board
- (h) this committee shall be managed by the Chancery Secretary (or alternative as nominated

by the Chair) and will develop an Outreach Programme (see 3g above).

(F) Etiquette and Discipline Sub Committee

All matters relating to the maintenance of high standards of professional conduct by Members of the IBC; and the general observance of the Code of Conduct by all members

Subject to the rules of this sub-committee to consider, report and recommend to the Management Committee and/or Executive Committee:

- (a) Upon any matters relating to the professional behaviour and discipline of barristers' clerks
- (b) Upon matters of complaint against any barrister's clerk referred by the Executive Committee and in line with the Disciplinary Committee Rules and Regulations as set out at Annex B of the Code of Conduct
- (c) Upon any question of professional conduct for barristers' clerks or of the Bar generally.
- (d) Upon all matters arising upon the appointment of new "Silks" and arrangements generally of pupillage at the Bar including participation in joint action with the General Council of the Bar.

(G) IT and Social Media Sub Committee

General Reference:

To have responsibility for

- i) The IBC Website
- ii) The Social Media Accounts - to monitor the IBC's social media offering, in conjunction with the Administrator, by ensuring that all notification of talks and events are publicised on all forms of social media on which the IBC has a presence. To promote the work of the IBC via LinkedIn.
- iii) IBC Bulletin (routinely delegated to the IBC Administrator)

- iv) All Committees should consult this committee, in accordance with their needs and the needs of the IBC.

Representatives from the Management Committee should sit on the following Bar Council Committees and Groups:

- (i) Alternative Dispute Resolution (ADR);
- (ii) Chambers Management Panel;
- (iii) Ethics Committee;

General reference:

To attend meetings for the Bar Council Ethics Committee and report back to the Management Committee any changes in the rules and guidance governing practice as a Barrister

- (iv) Family Committee;
- (v) International Business Development Strategy Group;

General Reference:

To attend meetings of the Bar Council's International Committee and report back to the Management Committee on any plans or projects proposed by the Bar Council with the aim of improving and strengthening ties between the Bar and its international counterparts

- (vi) Legal Services Committee;

General Reference:

To attend meetings of the Bar Council Legal Services Committee and report back to the Management Committee on any matters affecting the administration of justice, rights of audience for people other than barristers and other matters affecting the interests of the Bar.

- (vii) Pro Bono and Social Responsibility Committee;

- (viii) Remuneration and Terms of Work;

General reference:

All matters relating to the level of fees; the collection of fees; issues relating to Legal Aid fees; Contractual Terms of Work.

To consider, report and recommend to the Management Committee and/or Executive

Committee.

(a) to provide information and updates on any suggested changes to matters relating to Counsel's fees

(b) to monitor any amendments to proposed changes in the levels of Legal Aid fees, with particular reference to criminal and family work

(c) to offer guidance to members of the IBC upon matters related to remuneration of barristers' clerks, including the holding of discussions with all relevant bodies.

(d) to monitor the status of all current versions of the Contractual Terms of Work and advise the Management Committee of any updates or proposed changes which will affect Counsel or the payment of Counsel's fees

(ix) Regulatory Review Working Group;

(x) Young Barristers Committee;

APPENDIX "B"

RULES RELATING TO ELECTIONS

- (1) the Chancery Secretary shall advise the Chair of positions vacant in advance of advertising the agenda for the AGM
- (2) The Chancery Secretary shall then prepare a notice of candidates for each position; members will then have a time-limited opportunity to contest any of the positions or raise any concerns

APPENDIX "C"

RULES RELATING TO COMMITTEE EXPENSES

(1) MANAGEMENT COMMITTEE MEETINGS

Should the Executive Committee deem it preferable for the regional committee representatives to attend any Management Committee meeting being held in London, then the IBC will cover the regional representatives' reasonable expenses, incurred to allow their attendance.

(2A) CHANGE OF CHAIR OF THE IBC

On the completion of a least two years in office, the IBC will host a dinner of thanks for the Chair, to which the following may be invited:

- i. The Life President
- ii. The President of the Institute
- iii. Vice-Presidents
- iv. The Officers of the Institute
- v. Members of the Management Committee of over twelve years' experience who have served during the relevant term of office
- vi. Members of the Management Committee of up to twelve years' experience who have served during the relevant term of office
- vii. The Administrator
- viii. the out-going Chair
- ix. Up to four guests identified by the outgoing Chair

(2B) The cost of this event is to be recovered on a per capita basis from those who confirm their attendance, save for:

- (i) the cost for those attendees who fall into category A (vi) above shall be subsidised by the IBC to the amount of 50%
- (ii) the cost of attendees who fall into categories A (vii), (viii) and (ix) shall be paid for by the IBC
- (iii) such exercise of discretion that the Treasurer may, in all circumstances, deem appropriate

ANNUAL CONFERENCE COMMITTEE

(3) It is recognised that organising the Annual Conference requires a lot of effort and commitment from a small group of individuals, which benefits IBC members and which also

brings revenue to the IBC itself. As a gesture of thanks from the members of the IBC, the organising committee are invited to arrange a dinner at a time and a place to suit them and, subject to confirmation from the Treasurer in advance, will be subsidised by the IBC to the maximum sum of:

- (i) an average of £75 per head; or
- (ii) £500 overall, subject to not exceeding the average figure in (i) above

The figures in (i) and (ii) above shall be index-linked to March 2019

EXECUTIVE COMMITTEE

- (4) It is anticipated that the Executive Committee shall meet from time to time in order to discuss matters of significance to the IBC. Save for travelling expenses (to be cleared with the Treasurer in advance) such costs as may be incurred by these meetings shall not be recoverable.

SUB-COMMITTEE/EVENT EXPENSES

- (5) Save where a budget has been specifically set by the Executive Committee, the Chair of each sub-committee must, *in advance of* any event related to the sub-committee, speak to the Treasurer and secure a budget for that event.

INCIDENTAL EXPENSES

- (6) Any incidental expenses not covered by points 1 – 6 above will only be refundable if cleared by the Treasurer in advance.

RECORD OF EXPENSES

- (7) A record of expenses paid out of the account will be kept by the Treasurer and the Administrator and will be available to view at any time.