Architects for Health
Rules v8 November 2025

NOTE: The term “Society” in these Rules refers to Architects for Health Ltd, a company limited by guarantee.

1.0 Membership

1.1 Membership is open to all who have an interest in excellence in healthcare design and environments.

1.2 To join the society, use the process set out on the website www.architectsforhealth.com where current levels of membership subscriptions are shown.

1.3 The Executive Committee reserves the right to rescind individual or group membership without giving any reason.

1.4 The Executive Committee may offer Honorary Membership to specific individuals in recognition of their contribution to the society and/or the objectives of the society. Honorary Members do not have voting rights.

2.0 Subscriptions

2.1 Subscriptions as set out on the website are due annually on the anniversary of joining.

2.2 The Executive Committee may vary annual subscription amounts by up to 10% each year. Such variations will be announced on the website and reported at the following Annual General Meeting.

2.3 Should the Executive Committee wish to vary the subscription amounts by more than 10%, an online vote of all members will be called to ratify or decline that proposal.

3.0 Management – Executive Committee

3.1 Management of the society is vested in the Executive Committee.

3.2 There are four elected Principal Officer positions who will also be Directors of the Limited Company. These are: Chairman, Secretary, Treasurer and Operations + Membership Manager.

3.3 All Directors are guarantors of the company for the sum of £1

3.4 Member events and activity is undertaken by a number of Workstreams as agreed by the Executive Committee. Workstreams are managed by Workstream Leads who will be elected members of the Executive Committee.

3.5 All members of the Executive Committee shall be members of the society.

3.6 A majority by number of the Executive Committee shall be registered architects.

3.7 The position of Chair may be shared by two individuals if elected thus. Joint or co-chairs will both be Directors and will be entitled to a single vote where a vote is called within the Executive Committee.

3.8 Meetings of the full Executive Committee i.e. all Principal Officers and all workstream leads, will be held at least quarterly. A quorum for a full Executive Committee meeting will be 6 and must include at least two Directors.

3.9 The Principal Officers may meet as often they see fit, for a business and operations meeting. A quorum for this will require representation of three of the four Principal Officer roles.

3.10 The Executive Committee may agree to other ad-hoc meetings involving elected and/or co-opted members to further the objectives of the society.

3.11 The Executive Committee may be supported by additional members of the society who are willing to be co-opted to progress initiatives agreed by the Executive Committee. A record of co-optees names and agreed initiatives shall be kept by the Operations Manager.

3.12 A record of all meetings agreed by the Executive Committee as noted above will be provided to the next scheduled full meeting of the Executive Committee.

3.13 Members of the Executive Committee and co-optees should ensure that any conflict of interest with regard to any matter under discussion is declared at the earliest opportunity to a Director.

4.0 Annual General Meeting

4.1 The Executive Committee will call an Annual General Meeting once in each calendar year.

4.2 The Annual General Meeting shall be for the purpose of receiving and approving the Chairman’s Annual Report, the Treasurer’s Annual Accounts and for confirming elections to the Executive Committee and debating motions raised by the executive committee or members when so required.

4.3 The Secretary will give notice to all members by email no less than three calendar months of the proposed date of the AGM to invite members to submit any motion for debate. Such motions should be supported by at least ten members of the society and notified to the Secretary within four weeks of the initial notice email.

4.4 The Secretary will issue a formal email notice to all members at least one month prior to the AGM, setting out the AGM date/time and location, agenda and any motions to be debated.

4.5 Voting on motions and/or elections will be via an online process with the results announced at the AGM.

4.6 The meeting may involve the use of electronic streaming.

4.7 A quorum for all Annual General Meetings shall be twenty members attending in-person.

5.0 Executive Committee Terms of Office

5.1 Principal Officer positions are held for a period of five years and Workstream Lead executives for a period of 3 years.

5.2 One of the Workstream Lead executives will stand down each year by rotation.

5.3 As any of the Executive Committee stand down, they may offer themselves for re-election repeatedly.

6.0 Elections to the Executive Committee

6.1 The Secretary will notify all members of vacancies at an upcoming AGM and invite nominations for vacancies on the Executive Committee no less than 3 months prior to the proposed AGM date.

6.2 Candidates should provide a short statement to support their willingness to stand and be nominated and seconded by two other members of the society.

6.3 The Secretary will set out a timetable for receipt of candidacies' nominations and, if an election is required, will set out the timetable for that.

6.4 In the event that there is more than one nomination for any position on the Executive Committee, the Secretary will co-ordinate voting, which will be conducted using an online process as set out by the Secretary at that time.

6.5 The results of any election and uncontested positions will be announced at the following AGM.

6.6 Should there be a vacancy of any of the members of the Executive Committee between the annual AGM, which could not reasonably be delayed until the next AGM, the Secretary will arrange an online nomination and vote using similar processes as noted above for elections at an AGM.

6.7 Where election of any member of the Executive Committee is needed between AGMs, the period of office of that appointee will be counted as commencing from the date of the preceding AGM, so that period of office will always come to an end at an AGM.

6.8 Voting rights: the Society may offer a number of levels of subscription and the individuals named as members, regardless of their subscription level, are allowed one vote each where a member vote is called.

7.0 Special Meeting Rules

7.1 Any ten members of the Society shall have the right to call a special Meeting for the purpose of moving any special motion or motions.

7.2 Such special Meeting shall be called through the Secretary who will be notified in writing or by email of the names of the members calling the special meeting and the wording of motion(s) to be put.

7.3 Following receipt of the information required in 7.2 above, the Secretary will, within the following 21 days, make all appropriate arrangement for the special meeting to be held.

7.4 Having made the arrangements for the special meeting, the Secretary shall give to all members 28 days' notice of the special Meeting by email giving details of the time, place and agenda and of the special motion(s) to be moved at the special Meeting.

7.5 The meeting may involve the use of electronic streaming.

7.6 Voting on any motion may be a combination of in person and online voting where applicable.

7.7 A quorum for a special Meeting shall be twenty members attending in person.

8.0 President of the Society

8.1 The Executive Committee may recommend the appointment of a President of the Society from time to time in order to represent the wider interests of the Society as a non-Executive Committee member. Such appointment will be for a fixed term to be agreed at the time of appointment and shall be subject to the approval of the Society members expressed by a simple majority vote at the AGM. At the expiry of any fixed term the Executive Committee may recommend the re-appointment of a president for a further fixed term subject to the approval of the Society membership expressed by a simple majority vote at the AGM.