

# Conduct and professional ethics: resigning your membership

The Institute has a rigorous policy on Conduct and Disciplinary Procedures and carries out the investigation of complaints in a thorough and open way. Part of its strict procedures is the policy that a member may not resign their membership once a complaint has been notified to the member and/or the Institute until a final determination is made either by the Conduct Committee or following an Appeal.

This strict policy demonstrates the integrity of CIAT as a professional institute.

So for example:

Mr and Mrs Carter contact CIAT to complain about one of the Institute's Members, Bill Brown MCIAT, in relation to the architectural services on the design of their new home. Prior to contacting CIAT, Mr and Mrs Carter advised Bill Brown of their intention to contact CIAT with their dissatisfaction. In advance of Mr and Mrs Carter contacting the Institute, Bill Brown writes to the Institute requesting CIAT accept his resignation.

Prior to his resignation being accepted by the Chief Executive of the Institute and the member being advised of this, the Institute would ensure that his duties had been discharged in that his Membership Certificate had been received and that there were no complaints pending. Bill Brown would also be advised that acceptance of his resignation was subject to any potential complaints he was aware of or pending.

Under Clause 8 of the Institute's *Code*, the members shall:  
a) Report to the Institute any alleged breaches of this Code by themselves of which they become aware.

As Mr and Mrs Carter had advised Bill Brown of their intention to contact CIAT, Bill Brown would be obliged under this clause to notify CIAT accordingly.

In this circumstance Bill Brown would be advised that his resignation would not be accepted until the conclusion of his conduct case and that until the acceptance of his resignation he would remain subject to the requirements of the *Code of Conduct*.

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