

**BYELAWS OF  
THE CHARTERED INSTITUTE  
OF ENVIRONMENTAL HEALTH**

**Revised Byelaws of the Chartered Institute were  
approved by the Privy Council on 9th March 2006**

# BYELAWS OF THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

## Part 1 - Definitions and Interpretation

- 1.1 In these Byelaws and the Regulations, unless the context otherwise requires:

words and phrases defined in the Charter shall bear the same meanings;

the singular includes the plural;

references to persons include corporations;

reference to an Act includes any statutory modification or re-enactment thereof; and

**"the Byelaws"** means these Byelaws as amended from time to time;

**"Charter"** means the Charter of the Chartered Institute;

**"Chief Executive"** means chief administrative officer of the Chartered Institute by whatever title known;

**"CPD"** means such scheme(s) of continuing professional development as may be prescribed by Regulation;

**"EHRB"** means the Environmental Health Registration Board, and includes its antecedents and successors;

**"Fellow"** includes Retired Fellow and Life Fellow;

**"Laws of the Chartered Institute"** means the Charter, Byelaws and Regulations and all and any standing orders, rules, codes of conduct, professional or ethical guidance or other similar material published from time to time for the observance of members;

**"Member"** means a member of the Chartered Institute in any grade except an honorary member and "membership" shall be construed accordingly;

**"Non-Voting Member"** means a member who, in accordance with regulations, may not vote at a general meeting of the Chartered Institute;

**"Ordinary Member"** includes Retired Ordinary Member and Life Ordinary Member;

**"Regulations"** or "Regulation" means Regulations made by the Council or Regulations made by the Council and approved, where the Council so determines is required, by Chartered Institute Resolution;

**"in writing"** and **"written"** mean the reproduction of visible words in any medium;

**"Voting member"** means a member who, in accordance with Regulations, may vote at a general meeting of the Chartered Institute.

- 1.2 The headings are inserted for convenience only and shall not affect the construction of these Byelaws.

## **Part 2 - Members**

### **2 Classes of Membership**

- 2.1 There shall be two classes of membership, namely Voting and Non-Voting Members, divided into categories as follows:

#### **2.1.1 Categories of Voting Members**

- (1) Fellows;
- (2) Ordinary Members.

#### **2.1.2 Categories of Non-Voting Members**

- (1) Graduate Members
- (2) Accredited Associate Members
- (3) such further categories of non-voting members as may be specified in Regulations.

### **3. Admission to membership**

The requirements for application for and admission or re-admission to membership shall be set out in Regulations provided that a person may not be admitted to a category of Voting Member unless that person holds at the time of application a current Certificate of Registration issued by the EHRB or meets this requirement by equivalent means satisfactory to the Council. The decision of the Council in relation to an application for admission or re-admission shall be final.

#### 4. **Cessation of Membership**

Subject to the Regulations, a Member may be removed from membership on failing to repay a debt to the Chartered Institute, on being in arrears of subscription, on resignation, or for misconduct.

#### 5. **Requirements on Cessation**

Upon cessation of membership, the Member shall cease to have any claim on the Chartered Institute and unless the Council otherwise determine, he shall not be entitled to any refund of subscription. He shall immediately return to the Chartered Institute all membership certificates issued to him and shall forthwith discontinue using any of the descriptions and distinctive letters to which he is entitled under the Byelaws or Regulations.

### **Part 3 - Membership Entitlements and Obligations**

#### 6. **Descriptions and designatory letters**

- (a) Ordinary Members may use the designatory letters "MCIEH". Fellows may use the designatory letters "FCIEH".
- (b) Ordinary Members and Fellows may, subject to Regulations, use the description "Chartered Environmental Health Practitioner".
- (c) Graduate Members as specified in Regulations may use the designatory letters "GradCIEH".
- (d) Accredited Associate Members as specified in Regulations may use the letters "ACIEH".
- (e) No other form of designation or letters relating to the Chartered Institute may be used by any grade of membership.

#### 7. **Documents**

The Chief Executive shall forward to, or draw to the attention of, every Member, upon admission, a copy of the Laws of the Chartered Institute currently in force.

#### 8. **Membership Certificates**

A Member shall be entitled, on being admitted to membership, to a certificate and on changing class of membership a certificate stating the new class of membership.

9. **Discipline**

Members shall be obliged at all times to uphold the reputation of their profession and to observe the Laws of the Chartered Institute. A Member may be subject to disciplinary action by the Chartered Institute if found guilty of misconduct. Misconduct shall include failure to comply with the Laws of the Chartered Institute, or being found guilty, or subject to an adverse decision, by another body, court or tribunal in respect of an offence or allegation relevant to membership of the Chartered Institute. The procedure for dealing with complaints against Members and the sanctions or penalties which the Chartered Institute may impose, shall be set out in Regulations which shall have regard to relevant principles of natural justice and human rights. The Regulations may also provide for the publication of appropriate details of disciplinary proceedings.

#### **Part 4 – Fees and Subscriptions**

10. **Fees and Subscriptions**

All fees and subscriptions in respect of membership or entry standards and any other payments due from Members for any purpose shall be determined and collected in accordance with Regulations.

11. **Arrears of Subscriptions**

Notwithstanding termination of membership a former Member shall remain liable for outstanding subscriptions.

12. **Power to Waive, Reduce or Refund Fees and Subscriptions**

The Council shall have the power to waive or reduce the whole or any part of any fees or subscriptions payable by a Member.

#### **Part 5 - Council**

13. **Composition of Council**

The Council shall consist of the President and such number of elected members and co-opted members as are prescribed from time to time in Regulations and may act notwithstanding any vacancy in its body.

14. **Election of Council members**

Regulations shall also prescribe all matters concerning the manner, conduct and timing of elections, including the procedures for

nominating candidates, the period or periods of office of elected members, eligibility for re-election, and the procedure for dealing with casual vacancies.

**15. Co-opted members**

Regulations shall prescribe all matters relating to the appointment and tenure of co-opted members.

**16. Honorary Officers**

The Honorary Officers of the Chartered Institute shall be the President, and the Chairman and the Deputy Chairman of the Council. The Honorary Officers shall be elected and hold office in accordance with Regulations.

**17. Resignation of Members of the Council**

A member of the Council may tender his resignation by notice to the Council and on its acceptance by the Council, but not until then, he shall cease to be a member of the Council.

**18. Cessation of Membership of the Council**

A member of the Council shall cease to be such a member if he resigns from the Chartered Institute or if any event such as is specified for this purpose in Regulations shall occur and unless the Council in their discretion shall grant dispensation in any particular case.

**19. Removal of elected members of the Council**

Elected members of the Council may be subject to removal in accordance with Regulations.

**Part 6 - Vice Presidents and Honorary Members**

20. The Council shall be entitled to appoint honorary vice presidents or honorary members of the Chartered Institute whose manner of appointment, duties and rights shall be as governed by Regulations. The appointment of any such vice president or honorary member may be terminated by the Council at any time. Unless otherwise a Member by virtue of being qualified under these Byelaws, vice presidents and honorary members shall not be members of the Chartered Institute, and shall have no voting rights. They shall pay no subscriptions.

## **Part 7 - Council Proceedings**

21. Meetings of the Council and its committees and sub-committees shall be conducted in accordance with Regulations.

## **Part 8 - Chartered Institute Meetings**

22. Annual and Special meetings of the Chartered Institute shall be called and conducted in accordance with Regulations, provided that not more than 15 months shall elapse between Annual meetings.

## **Part 9 - Delegation**

23. The Council may delegate to a committee of the Council, a sub-committee, an officer, the Chief Executive or any other employee of the Chartered Institute any specific functions, duties or responsibilities of the Council (except the power to make or propose Regulations) to be carried out in accordance with a policy laid down by the Council and the relevant Regulations.

## **Part 10 - Investment**

24. Monies of the Chartered Institute may be invested in accordance with the Regulations.

## **Part 11 - Indemnity**

25. Every member of the Council and every other person having a fiduciary responsibility as a trustee in respect of the Chartered Institute or any of its assets shall be indemnified by the Chartered Institute against all losses and expenses incurred by him in or about the discharge of his duties, except such as happened from his own willful default or breach of trust, provided that such indemnity shall operate only insofar as is permissible under Charity law for the time being.

## **Part 12 – Sub-divisions and other internal organisations**

26. Regulations may establish, and provide for the funding or administration of, sub-divisions or other organisations and structures

within the Chartered Institute and the Council shall have absolute discretion to further regulate or dissolve them.

### **Part 13 - Audit and Books of Account**

#### **27. Accounts**

- (a) The Council shall cause proper books of accounts to be kept in respect of; (i) all sums of money received and expended by the Chartered Institute and the matter in respect of which the receipt and expenditure takes place; and (ii) the assets and liabilities of the Chartered Institute. Proper books of account shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the Chartered Institute's affairs and to explain its transactions.
- (b) The books of accounts shall be kept at the principal office of the Chartered Institute or at such place or places as the Council shall think fit and shall always be open to inspection by members of the Council at all reasonable times.
- (c) The accounts and books of the Chartered Institute shall be open to inspection by the members of the Chartered Institute subject to such reasonable conditions or regulations as to the time and manner of inspecting the same as may, from time to time, be imposed by Regulation.
- (d) The Council shall from time to time cause to be prepared and to be laid before the Chartered Institute in General Meeting a Statement of financial activities, Balance Sheets and Reports.
- (e) Copies of the documents referred to in (d) above and of the Auditors' Report shall be made accessible electronically to members of the Chartered Institute 21 days before the General Meeting, and the summary documents, in a form prepared for this purpose by the Auditors, shall be sent with the notices for the General Meeting.

#### **28. Appointment of Auditors**

The Chartered Institute shall, at each general meeting at which accounts are laid, appoint an auditor or auditors having an appropriate qualification (within the meaning of section 31 of the Companies Act 1989) to hold office from the conclusion of that meeting until the conclusion of the next general meeting at which accounts are laid.

## **Part 14 – Right of review**

### **29. Right of Review**

Except as provided in these Byelaws or in Regulations, any Member may request a review of any decision made concerning him under or pursuant to these Byelaws or any Regulations. This provision shall not apply to the outcome of disciplinary proceedings.

### **30. Review Procedures**

The procedure for the conduct of any such review may be prescribed in Regulations.

## **Part 15 - Common Seal**

### **31. Common Seal**

The Council shall provide for the safe custody of the Seal, and the Seal shall not be affixed to any instrument except by the authority of a resolution of the Council and in the presence of a member of the Council and of the Chief Executive of the Chartered Institute or some other person duly nominated by the Council for that purpose, and that member of the Council and Chief Executive or other person nominated as aforesaid shall sign every instrument to which the Seal of the Chartered Institute is so affixed in their presence.

Provided always that if the Council so resolve either generally or for a particular occasion the Seal may be affixed to a Certificate of Membership in the presence of the Chief Executive or such other person as aforesaid, and may be signed by the Chief Executive or other person.

## **Part 16 - Notices**

### **32. Address for Notices**

- (a) Any notice, certificate, requisition or other document (including forms of proxy) required to be given or sent to the Chartered Institute under or in connection with these Byelaws shall be given or sent by prepaid post addressed to the Chartered Institute at its principal office for the time being marked for the attention of the Chief Executive.

- (b) Any notice or other document required to be given or sent to Members under or in connection with these Byelaws shall be given or sent by prepaid post addressed to them at their registered address or (if they have no registered address within the United Kingdom) to the address (if any) within the United Kingdom supplied to the Chartered Institute for this purpose.
- (c) Notices shall also be effectively served upon or by the Chartered Institute by such other means as may be prescribed by Regulation for the time being provided that such method of service may be effective under general law.
- (d) Notices to Members may be effectively served if contained within any other document sent to Members.

**33. Date of Service**

- (a) Service of any such notice or other document by the Chartered Institute shall be deemed to have been effected at the expiration of 48 hours after the time when such notice or other document is posted and in proving such service it shall be sufficient to prove that the cover containing such notice or other document was properly addressed, stamped and posted.
- (b) Service of any such notice or other document upon the Chartered Institute shall be deemed to have been effected only upon actual receipt by the Chartered Institute.

**34. Recipients of Notices**

- (a) Notice of every general meeting shall be given to each Member, except those Members who have not supplied to the Chartered Institute an address. Save for the auditors, no other person shall be entitled to receive notices of general meetings.
- (b) The accidental failure to send, or the non-receipt by any person entitled to, any notice or other document relating to any meeting, poll, ballot, postal vote procedures or other proceeding shall not invalidate the relevant meeting, poll, ballot, postal vote procedures or other proceeding.

**TRANSITIONAL PROVISION**

35. These revised Byelaws shall come into force on the date of approval by the Privy Council or such later date as may be specified by the Privy Council or by the Clerk of the Privy Council on its behalf, provided that:
- (i) where a matter is required under these Bye-laws to be further prescribed in Regulations then, until such Regulations are made

in relation to that matter, it shall be determined having regard so far as possible to the provisions of the Bye-laws in force immediately prior to the date of coming into force of these Bye-laws;

- (ii) any Regulation in force at the date of coming into force of these Bye-laws, if not inconsistent with these Bye-laws, shall continue to have effect until replaced or revoked.

This provision (Bye-law 35) shall cease to have effect on such date as may be determined by the Council.