

BYELAWS OF THE CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

Part 1 - Definitions and Interpretation

1.1 In the Charter and 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 and vice versa;

words importing the masculine gender only shall include the feminine gender and vice versa;

references to persons include corporations;

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

"the Council" means the Council of the Chartered Institute, which is its governing body and Board of Trustees.

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

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

"Constitution 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;

"Regulations" means Regulations made by the Council or Regulations made by the Council and approved, where the Council so determines is required, by a Special Resolution;

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

Extraordinary or Special Meetings mean those business meetings of members which are not Annual General Meetings and shall be called by not less than 21 days' notice.

A Special Resolution is a motion that has been passed at a General meeting by not less than a two thirds majority vote.

Part 2 - Members

2 Categories of membership

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

2.1.1 Voting Members

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

2.1.2 Non-Voting members

- (1) Graduate members
- (2) 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. There shall be a right to seek leave of appeal against a rejection as provided in Regulations.

4. 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 provided in the 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 may not be members of the Chartered Institute, and shall have no voting rights. They shall pay no subscriptions.

5. Cessation of membership

A member may be removed from membership for professional misconduct, on resignation, on death, or for non-payment of monies owing, or as a result of a professional disciplinary decision.

Part 3 - Membership Entitlements and Obligations

6. Descriptions and designatory letters

The following designatory letters may be used by members during their period of membership:

- (a) Members: "MCIEH".
- (b) Fellows: "FCIEH".
- (c) Graduate members: "GradCIEH".
- (d) Associate members: "ACIEH".
- (e) No other form of designation or letters relating to the Chartered Institute may be used by any grade of membership.
- (f) However, Fellows and Members may use, in full, the descriptor 'Chartered Fellow/Member of the Chartered Institute of Environmental Health' in addition to their post-nominals.

7. **Constitution**

The Chief Executive shall forward to, or draw to the attention of, every member, upon admission, a copy of the Charter, Byelaws and other rules of the Chartered Institute then in force.

8. **Discipline**

- 8.1 The contract of membership requires that members shall be subject to the authority of the Chartered Institute in respect of their professional conduct.
- 8.2 Members shall be obliged at all times to abide by the Code of Professional Conduct and to observe the Constitution 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 shall also provide for the publication of appropriate details of disciplinary proceedings.

Part 4 – The Chartered Registers

- 9. The Chartered Institute may establish and maintain separately or in association with, or under licence from another organisation, a Register of current Chartered Environmental Health Practitioners or such other Chartered Practitioner description as any other licensing authority may allow. The post-nominal CEnvH or others as agreed by Privy Council may be used.
- 10. Admission to the Register shall be open to members of the Chartered Institute and in agreed circumstances those who are not members of the Chartered Institute, but are members of related professional bodies, licensed according to criteria decided from time to time by the Council and published in the Regulations.
- 11. Those who are entered onto the Register shall satisfy the Chartered Institute in respect of their current active status, their qualifications and experience and their willingness to abide by the code of ethics and professional conduct including the

regular undertaking of mandatory continuing professional development. Registrants may describe themselves as any licence may allow.

12. In addition, the Chartered Institute may establish and maintain separately or in association with, or under licence from another organisation, a Register of non-Chartered Practitioners in Environmental Health with post-nominals as agreed by Privy Council.
13. The Council may charge such registration fees as are necessary to cover the costs of establishing and maintaining the Registers and shall exercise such other powers in this connection as are provided from time to time by the Regulations.

Part 5 – Fees and Subscriptions

14.1 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 by Council.

14.2 Power to Waive, Reduce or Refund Fees and Subscriptions

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

Part 6 – Sub-divisions and other internal organisations

15. The Council may establish, and provide for the funding, and administration of, subsidiary divisions, organisations, or other structures within the Chartered Institute, and the Council shall further regulate or dissolve them and shall make Regulations accordingly.

Part 7 - Council

16. Composition of Council

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

17. Election of Council members

Elected members of Council shall be elected by the members of the Chartered Institute in accordance with the Regulations, which shall prescribe all matters concerning the manner, conduct and timing of elections, including the procedures for nominating candidates, the periods of office of elected members, eligibility for re-election, and the procedure for dealing with casual vacancies.

18. **Appointed members**

Appointed members of Council shall be appointed by the Council in accordance with the Regulations, which shall prescribe all matters relating to the appointment and tenure of appointed members.

19. **Honorary Officers**

The Honorary Officers of the Chartered Institute shall be the President, the Chairman and the Deputy Chairman of the Council.

The Council shall elect the Chairman and Deputy Chairman from amongst the elected and appointed members in accordance with Regulations.

The Council shall appoint The President as provided by the Regulations.

Subject to the provisions of the Charter and Byelaws, and apart from the making or amending Regulations, the Council may exercise the power of delegation at any time and under any conditions.

20. **Cessation of membership 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.

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

Part 9 - Chartered Institute Meetings

21. 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.

22. The Council shall organise a Special Meeting when necessary or within 60 days of a request notified to the Chief Executive signed by not less than 150 Voting Members and stating the purpose of the proposed meeting.

23. Any Voting member, the Council, its committees, or any subsidiary divisions or organisations as permitted by Regulation, that wishes to bring before an Annual Meeting any motion may do so provided the following has been complied with:

- (a) the Chief Executive has received notice of the proposed motion no later than 60 days before the date of the annual meeting.
- (b) Where a motion is being proposed by a Voting member it shall be supported by not less than ten Voting Members.

- (c) In the opinion of the Council, the motion proposed relates to the object of the CIEH or entry standards.
- 24. No proposed resolution to amend the Charter or the Byelaws may be altered by the Annual Meeting.
- 25. A minimum of 21 days' notice shall be given to members for an Annual or Special Meeting, specifying the date, time and venue and providing information as necessary on any special business to be discussed.
- 26. The quorum at any meeting shall be 10 Voting members present in person. If the quorum is not present within 30 minutes of the appointed time of the meeting, no business other than the appointment of a chairman shall take place.
- 27. If a quorum is not present, or ceases to be present whilst the meeting is taking place, that meeting shall automatically stand adjourned. A new date for the meeting will be set within 14-28 days of the adjourned meeting.

Part 10 - Indemnity

- 28. 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.

Part 11 - Audit and Books of Account

29. Accounts

- (a) The Council shall cause the keeping of financial records for the Chartered Institute at such a place as the Council shall see fit and which shall always be open to inspection by members of the Council at all reasonable times. The records shall also be available to members of the Chartered Institute under such conditions as Council may determine.
- (b) The Council shall prepare such financial statements as the law requires to be laid before the Chartered Institute in General Meeting.
- (c) Copies of the financial statements and Auditor's Report shall be made accessible to members of the Chartered Institute 21 days before the General Meeting.

30. Appointment of Auditors

The Chartered Institute, at each general meeting at which accounts are laid, shall appoint an appropriately qualified auditor to hold office from the conclusion of that meeting until the conclusion of the next general meeting at which accounts are laid.

Part 12 - The Seal

31. The Seal

The Seal shall not be affixed to any instrument except by the authority of a resolution of the Council or according to the Regulations.

Part 13 - Notices

32. Address for Notices

Notices shall be effectively served upon or by the Chartered Institute by such means as may be prescribed by Regulation for the time being provided that such method of service may be effective under general law.

33. Date of Service

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 or sent electronically. In proving such service it shall be sufficient to certify that the cover containing such notice or other document was properly addressed, stamped and posted.

34. Recipients of Notices

- (a) Notice shall be given to each relevant member, except those members who have not supplied to the Chartered Institute a postal or electronic address.
- (b) The accidental failure to send to, 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 provided that:

- (a) where a matter is required under these Byelaws 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 Byelaws in force immediately prior to the date of coming into force of these Byelaws;
- (b) any Regulation in force at the date of coming into force of these Byelaws, if not inconsistent with these Byelaws, shall continue to have effect until replaced or revoked.

This provision shall cease to have effect on such date as may be determined by the Council.