General Regulations

1. Introduction

1.1 These regulations are made under the Charter and Byelaws of the Chartered Institute of Environmental Health (CIEH) and provide the basis for the operation of CIEH.

1.2 The General Regulations are enabling in nature and provide the framework for resolutions, procedures and codes of conduct approved by CIEH’s governing body referred to as “The Council” in the Byelaws, now known as the Board of Trustees and referred to as such throughout these Regulations.

1.3 Expressions used in these regulations shall have the same meaning as in the Charter and Byelaws unless otherwise stated.

2 Requirements to make regulations

2.1 The Regulations are made under the provisions of Article 11 of the Charter: The Council or the Council acting with the approval of a Chartered Institute Resolution may from time to time make and subsequently, rescind, vary or add any such regulations as they think fit for the purposes of carrying into effect any provision of this our Charter or of the Byelaws or otherwise for regulating the affairs of the Chartered Institute: provided always that no such regulations or the manner in which they are adopted, rescinded, varied or added to shall be in any way inconsistent with the express provisions of this our Charter and Byelaws.

2.2 Regulations may also be made through “Chartered Institute Resolution” which means a resolution passed by a majority of Voting members entitled to vote either in person or by proxy at a general meeting properly convened and quorate. A Chartered Institute Special Resolution requires two thirds majority vote. Voting may take place through postal ballot. (Charter articles 11, 12 and 13)

2.3 The Board of Trustees is unable to delegate the power to make regulations (Byelaw 23).
3. **Enabling provision for operational procedures, codes of conduct and guidance**

3.1 This regulation enables the Board of Trustees to approve operational procedures, codes of conduct and guidance that shall apply to its own meetings, those of its committees and advisory groups and of any other bodies subordinate to the Board of Trustees. Any breach of such operational procedures and codes of conduct will be considered a breach of this Regulation.

4. **Amendment and review**

4.1 The Board of Trustees will review and amend, if necessary, the regulations and operational procedures from time to time to ensure they remain relevant and fit for purpose.

5. **Membership**

5.1 This regulation enables the approval of operational procedures that prescribe the requirements for the application for admission or re-admission to membership and shall stipulate the conditions for removal from membership, categories of membership and the procedure for dealing with complaints against members and sanctions or penalties for complaints that have been upheld.

5.2 All members are required to uphold the requirements of the Code of Ethics for Members and Fitness to Practise Rules and with any sanctions for non-compliance.

6. **Composition of the Board of Trustees**

6.1 The Board of Trustees is the governing body of CIEH and shall consist of such members as it prescribes in its operating procedures, one of whom will be the President. This regulation enables the Board of Trustees to approve relevant operational procedures to prescribe arrangements for trustee election and recruitment, their role and function, a code of conduct and conditions for removal of trustees.

6.2 All trustees are required to uphold the requirements of the Code of Conduct for governance office holders and any sanctions for non-compliance.

6.3 Meetings of the Board of Trustees, its committees and advisory groups shall be conducted in accordance with the relevant operational procedures approved under Regulation 3.1 above.

6.4 This regulation enables the approval of operational procedures that will prescribe how the President, Chair and Deputy Chair shall be elected and hold office. Operational procedures will also be approved that regulate the appointment of vice presidents and honorary members.

6.5 All monies and other assets will be managed in accordance with the relevant procedures, approved by the Board of Trustees.
7. Annual Meeting

7.1 This regulation enables the approval of operational procedures that shall prescribe how the Annual Meeting and any special meetings shall be called and conducted.

**Agreed** by the Board of Trustees on 24 January 2019.

**To be reviewed** before 31 January 2021.