CILIP General Regulations

CILIP Regulations 2014

Drawn up under the Provisions of CILIP Bye-law 28
Adopted by CILIP Board 18 February 2015, revisions September 2017 relate to the Retired Members Guild only

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Under the provisions of Bye-Law 28, the CILIP Board has the power to make regulations on any matters relevant to CILIP, provided the regulations are not inconsistent with the Charter and Bye-Laws. In addition, certain Bye-laws oblige the Board to make regulations to give effect to their provisions. As at 26 November 2014, the Board has made regulations on the following matters:

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General Regulations

Definitions

1. Words and phrases defined in the Institute’s Royal Charter and Bye-laws shall have the same meanings when used in these Regulations.

Categories and privileges of Members - Bye-law 4

Regulations made under Bye-law 4 require the approval of a simple majority vote at a General Meeting or by Ballot

2. There shall be the following categories of Member:

2.1 Individual Members comprising:

2.1.1 Ordinary Members, being individuals who are eligible for admission as Certified Members, Chartered Members or Chartered Fellows but who have not been so admitted;

2.1.2 Certificated Members, being Registered Practitioners admitted to ACLIP status in accordance with these Regulations;

2.1.3 Chartered Members, being Registered Practitioners admitted to MCLIP status in accordance with these Regulations;
2.1.4 Chartered Fellows, being Registered Practitioners admitted to FCLIP status in accordance with these Regulations;

2.1.5 Honorary Fellows, being individuals admitted to Hon FCLIP status in accordance with these Regulations; and

2.2 Organisation Members, being corporate bodies, societies and other organisations which maintain, or are interested in, libraries and/or information services.

3. The privileges attached to each category of Member are as follows:

3.1 Certificated Members, Chartered Members, Chartered Fellows and Honorary Fellow have full membership of the Institute with all rights and privileges including the right to vote and the right to use the post-nominals applicable to their status;

3.2 Ordinary Members have full membership of the Institute with all rights and privileges including the right to vote; but excluding the right to use post-nominals;

3.3 Organisation Members have the right to appoint one or more named representatives nominated by the Organisation Member and approved by the Board of the Institute. Such representatives shall enjoy all the privileges of a Member except that they shall not be entitled to be elected onto or to remain on the Register of Registered Practitioners unless they are themselves Certificated Members, Chartered Members or Chartered Fellows. Nor shall they, by virtue only of their appointment as a nominated representative, be entitled to vote, to hold office within the Institute, or to use post-nominals.

Subscriptions - Bye-law 6

4. Date of payment

4.1 Annual subscriptions shall be due and payable in advance each year on the anniversary of the Member joining. If a Member’s subscription is not paid within 60 days of the due date for payment then his, her or its membership shall be deemed to have lapsed and the Member shall not be entitled to vote on any matter in respect of which he or she (if an Individual Member) would otherwise be entitled to vote.

4.2 If an Individual Member whose right to vote has lapsed under Regulation 4.1 pays his or her subscription within a further 60 days then his or her rights to vote shall be restored.

4.3 A Member whose subscription is not paid within 120 days of the due date for payment shall be deemed to have resigned and shall automatically cease to be a Member.
5. **Payment by instalment**

5.1 Where any resolution adopted by the Annual General Meeting of the Institute permits subscriptions, entrance, registration, admission and other fees to be paid by instalments, the provisions of Regulation 4 regarding suspension and termination of membership shall not apply provided each instalment is paid by its due date.

5.2 In the event of an instalment not being paid by the due date, the full subscription or other payment shall fall due immediately and the provisions of Regulation 4 shall apply as if in the case of non-payment.

5.3 The Chief Executive Officer shall have the power to suspend the operation of Regulation 4 if a payment is received after the due date as a result of circumstances outside the Member’s control or in cases of hardship.

5.4 Where voting rights are suspended or membership terminated under Regulation 4, no instalment already received shall be refunded to the Member.

**Admission and reinstatement of Members - Bye-laws 7-8**

*Regulations made under Bye-law 7 require the approval of a simple majority vote at a General Meeting or by Ballot*

6. Names of individuals or institutions seeking membership of the Institute will be placed before a meeting of the Board.

7. Admission will be by the majority vote of those Board Members present.

8. The decision on the admission of any candidate may be deferred if agreed by a majority vote of those Board Members present.

9. The Board may also by majority vote reinstate Members whose memberships have been terminated, including reinstatement to the Register of Registered Practitioners.

10. In the event of an application for reinstatement by a person who resigned from his/her former membership of the Institute (or whose membership terminated for any other reason) whilst subject to complaint under consideration under the Institute’s disciplinary Procedure, the Board may require such person to co-operate in the completion of the outstanding disciplinary process before considering his/her reinstatement as a Member or as a condition of that re-instatement.

11. The decision of the Board as to the admission or reinstatement of a Member and as to the category of membership to which a person is admitted shall be final and binding.

12. The Board may delegate decisions on the admission and reinstatement of Members on such terms as it thinks fit provided that the decision of any non-admitted person or body shall be subject to appeal to the Board.
Publication of the Registers of Members and Registered Practitioners - Bye-law 9

13. The current Registers of Members and Registered Practitioners will be made available either in print or electronic form or both.

Professional Registration - Bye-law 10

Regulations made under Bye-law 10 require full consultation with the membership

14. The Regulations for professional registration, by which Individual Members are admitted to the Register of Registered Practitioners, are given at Appendix A.

Exemption from provisions of Bye-law 10 - Bye-law 11

15. The Board will ensure that the terms of reference of the Professional Registration and Accreditation Board include the responsibility of the Board to draw attention to any need for the use of these powers of exemption, and for any subsequent changes to Regulations.

Power to admit Honorary Fellows - Bye-law 14

16. Nominations for the award of an honorary fellowship may be made by Members, Devolved Nations, Regional Member Networks, Special Interest Groups or the Board.

17. Nominations may be made for individuals who have made a significant contribution to the profession. Nominees need not be Members of the Institute. The criteria for nominations shall be published by the Institute when the call for nominations is made.

18. Nominations for the award of honorary fellowships will be considered in the first instance by an Honorary Awards Panel (established annually by Board), which will propose to the Board such of the nominations as it thinks fit.

19. Decisions on the award of honorary fellowships will be made by the Board, and the Board’s Board decision shall be final.

Ethical Principles and Code of Professional Practice - Bye-laws 16-17

20. The Ethical Principles and Code of Professional Practice are given at Appendix B.
Disciplinary proceedings - Bye-laws 18-19

Regulations made under Bye-law 18 require the approval of a simple majority vote at a General Meeting or by Ballot.

21. These Regulations are given at Appendix B.

General Meetings – Bye-law 22

Notice

22. 28 days’ notice in writing at the least of every Annual General Meeting and twenty-one days’ notice in writing at the least of every other General Meeting (exclusive in every case both of the day on which it is served or deemed to be served and of the day for which it is given) specifying the place, the day and the hour of the meeting and in the case of special business the nature of that business, shall be given to the Individual Members and to the auditors of the Institute.

23. Every General Meeting shall be held at a place determined by the Board.

Chairing a General Meeting

24. The President shall chair each General Meeting. If the President is unable or unwilling to act then the chair shall be taken by the Vice-President and failing him or her by the Chair. If none of those office holders is able or willing to act then the Individual Members present shall choose one of their number to chair the meeting.

25. The President, though present at a General Meeting, may if he or she sees fit yield the chair to the Vice-President or a Board Member or to such other person as the Individual Members present may choose.

Adjournment of a General Meeting

26. The chair of any general meeting may, with the consent of the meeting, adjourn the meeting from time to time, and from place to place as the meeting may determine, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. No notice need be given of any adjourned meeting unless it is so directed in the resolution for adjournment.

Voting

27. At every General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a Ballot is demanded in accordance with the Regulations. Unless otherwise specified in the Charter, Bye-laws or Regulations; a resolution of the Individual Members must be passed by a simple majority of votes cast.

28. Unless a Ballot is demanded, a declaration by the chair of the meeting that a resolution has been carried or carried by a particular majority, or lost or not carried by a particular majority shall be conclusive, and an entry to that effect in the minutes of the proceedings of the meeting shall be sufficient evidence of the fact so declared, without proof of the number or proportion of the votes given for or against such resolution.
Eligibility to Vote

29. No Individual Member present in person or by proxy is entitled to vote at General Meetings or in Ballots if their subscriptions are in arrears (as defined in Regulations).

Votes on a show of hands

30. On a vote which is carried out by a show of hands, each Individual Member present in person or by proxy has one vote (subject to Regulations 29 and 50).

Votes on a Ballot

31. On a vote on a resolution which is carried out by Written Ballot, the following persons shall (subject to Regulation 29) have one vote each:

31.1 Every Individual Member present in person; and
31.2 Every Individual Member present by proxy (subject to Regulation 50)

32. On a vote on a resolution which is carried out by Full Ballot every Individual Member shall have one vote (subject to Regulation 29).

Written Ballot

33. A Written Ballot may be demanded:

33.1 in advance of the General Meeting where it is to be put to the vote; or
33.2 at the General Meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

34. A Written Ballot may be demanded by:

34.1 the chair of the meeting or
34.2 at least twenty Individual Members present in person or by proxy.

35. A demand for a Written Ballot may be withdrawn if:

35.1 the Written Ballot has not yet been taken; and
35.2 the chairman of the meeting consents to the withdrawal.

36. If a Written Ballot is demanded it shall be taken at such time and place and in such a manner as the chair of the meeting shall direct provided always that no Written Ballot shall be taken on:

a) the election of the chair
b) the appointment of scrutineers or
c) the adjournment of the meeting.
37. Notwithstanding a demand for a Ballot on any resolution, the meeting may continue for the transaction of any other business in respect of which a Ballot has not been demanded.

38. The Individual Members or the chair, as the case may be, demanding a Written Ballot may nominate up to three persons, who need not be Members, to act as scrutineers. If a Written Ballot is demanded it shall be taken in such manner as the chair of the meeting directs, and the result of the Written Ballot shall be deemed the resolution of the General Meeting at which the Written Ballot was demanded unless a Full Ballot is demanded in accordance with the Regulations.

**Casting vote on a show of hands or Written Ballot**

39. In the case of an equality of votes, whether on a show of hands or in a Written Ballot, the chair of the meeting shall be entitled to a second or casting vote.

**Full Ballot**

40. A Full Ballot on a resolution may be demanded:

   40.1 in advance of the General Meeting where it is to be put to the vote by the Board; or

   40.2 at the General Meeting if a Written Ballot is demanded by Individual Members the chair of the meeting may instead direct that the resolution is put to a Full Ballot instead of a Written Ballot; or

   40.3 at the General Meeting immediately after the result of a Written Ballot is declared by one quarter of the Individual Members present in person or by proxy and entitled to vote

41. The decision of a Full Ballot shall be deemed to be the decision of the meeting.

42. The chair shall direct the manner in which the Full Ballot shall be conducted (which may for example be online or by other electronic means) provided that the result of the vote shall be declared not later than forty-eight days after the meeting.

43. The Audit Committee shall act as scrutineers of the Full Ballot and its report shall be conclusive as to the result of the voting and the result shall take effect from the date of that report. In the event of a tie on a Full Ballot conducted under these Regulations, the resolution shall be declared not carried.

**Proxy votes**

44. An Individual Member who is entitled to be present and to vote at a General Meeting may appoint a proxy to vote on his or her behalf. A proxy must be an Individual Member who is entitled to vote.

45. A proxy appointment must be in writing and signed by the Individual Member appointing the proxy or in an electronic form as determined by the Board. To be valid a proxy appointment must use the form prescribed by the Board and shall be delivered to the registered office of the Institute not less than forty-eight hours
before the date on which the meeting or adjourned meeting to which it relates fall. A proxy appointment shall be valid only for the meeting named on the form and any adjournment of that meeting to which it relates.

46. When two or more valid proxy appointments are delivered or received in respect of the same Individual Member for use at the same General Meeting, the one which was received last is treated as replacing and revoking the others for that Individual Member. Any question as to whether a proxy appointment has been validly delivered or received which is unresolved at the beginning of a General Meeting must be referred to the chair of the meeting whose decision shall be final and conclusive.

47. The proceedings at a General Meeting are not invalidated where an appointment of a proxy in respect of that meeting is sent in electronic form as provided in these Regulations, but because of a technical problem it cannot be read by the recipient.

48. The proxy appointment shall be deemed to confer authority to:

   a) vote on any amendment of a resolution put to the meeting for which it is given as the proxy thinks fit if no specific instructions have been given by the Individual Member concerning the amendment; and

   b) demand or join in demanding a Ballot.

49. A proxy must vote in accordance with any instructions given by the Individual Member by whom the proxy is appointed.

50. A person entitled to vote at a General Meeting remains so entitled even though a valid proxy form has been delivered to the Institute in respect of that person. If the person casts a vote in such circumstance, any vote cast on their behalf by the proxy is not valid.

**Submissions of Resolutions to the AGM or to a General Meeting - Bye-law 24**

51. Notice of a resolution proposed by an Individual Member shall be made in writing and shall be served on the Chief Executive Officer not less than 60 days before the date of the meeting.

52. Any Individual Member who desires to move an amendment to a notice of resolution may:

   a) serve on the Chief Executive Officer a notice in writing of such amendment at least one week before the meeting

   b) propose an amendment from the floor of the meeting in order to resolve some differences that have emerged at the meeting providing always that the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.

53. If the chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, their error does not invalidate the vote on that resolution.
Minutes of meetings of Board, and other Duly Appointed Bodies - Byz-law 45

54. Proper minutes shall be recorded of all resolutions and proceedings of meetings of the Board and other Duly Appointed Bodies, and every minute signed by the chair of the meeting to which it relates or by the chair of a subsequent meeting shall be sufficient evidence of the facts therein stated. Minutes shall be distributed in a timely fashion.

Nominations for elections of Vice-President and Board Members and election process - Byz-laws 31-35 and 40

55. A notice of election and call for nominations for the post of Board Member and Vice-President shall be published in the journal and on the Institute’s website.

56. Full details of how to stand, the requirements of the roles and the prescribed format for nominations shall be made available on the website.

57. All candidates and nominators must be Individual Members of the Institute whose subscriptions are not in arrears.

58. Candidates seeking election must submit an application in the prescribed format, giving evidence of how they meet the requirements of the role specification. Candidates may not stand for election as both Vice President and Board Member.

59. All candidates must be supported by two eligible Individual Members who will confirm, in the prescribed format, how they know the candidate and that to the best of their knowledge the candidate meets the requirements of the role specification.

60. All required submissions must be received by the Chief Executive Officer by such time as has been specified in the notice of election in order to be valid.

61. The Board will appoint three of its Board Members to review all nominations for election as a Board Member to confirm that evidence has been provided that candidates meet the requirements of the role specification.

62. All candidates standing for election as a Board Member that are so confirmed shall go forward to the election. All nominations received for the role of Vice-President shall go forward to election.

63. If the number of candidates is the same as or less than the number of vacancies then the candidates shall be declared elected without a Full Ballot and the results shall be published on the Institutes website. If the number of candidates exceeds the number of vacancies then the election shall be conducted by Full Ballot by whatever means is prescribed by the Board which may include electronic or postal voting.

64. Not less than 14 days before the opening of voting, a notice will be published in the journal of the Institute, or otherwise despatched (including by email or post) to Individual Members qualified to vote, stating:
a) the date on which the voting will begin;

b) that any qualified Individual Member failing to receive notification of how to vote must notify the Chief Executive Officer of that fact within 7 days after the date for the commencement of voting.

65. The application forms of candidates and the supporting statements shall be available to Individual Members entitled to vote on the Institute’s website.

66. The voting communication will include details of how to vote and the latest date for receipt of votes.

67. The result of the count shall be published on the Institute’s website within twenty-four hours of the result being known and will include:

a) the number of votes cast for each candidate for contested places and the candidates declared elected;

b) the number of voting papers issued and returned or the number of participants if the Full Ballot is held electronically.

68. The entire election process shall be overseen and scrutinised by the Audit Committee and any procedural issues that arise will be referred to and decided by the Audit Committee.

Appointment of Board Members - Bye-laws 36-39

69. Following the election of Board Members, the Board will identify what additional skills, experience or representation may be required to ensure its effective operation and decision making.

70. Up to three Board Members may then be appointed to fulfil these requirements (subject to the transitional provisions in Regulations 107-108.

71. The appointment process will be agreed by the Audit Committee and will follow an open application process.

Filling Casual Vacancies among Elected Board Members – Bye-law 44

72. If an elected Board Member ceases to hold office before the expiry of their term then the casual vacancy may be filled by the Board through the appointment process or the Board may decide to fill the vacancy as part of the annual elections. In either case, the replacement Board Member must be an Individual Member and shall serve from the date appointed for the remainder of the four year term for that vacant post.

Board written resolutions and electronic communications – Bye-laws 51-52

73. A resolution of the Board without holding a meeting may be passed by a majority of not less than six Board Members approving the resolution provided a copy of the Resolution has been circulated to all Board Members. Evidence of approval may be the signature of the relevant Board Members on a copy of the resolution returned to
the Chief Executive Officer by post or by fax or approval given by email received from any email address of the Board Members registered with the Institute for the purpose of sending and receiving notices.

**Regulations for committees - Bye-law 57**

**Policy Committee**

74. The Policy Committee will develop professional policy for the Board and will advise on policy matters in accordance with any terms of reference issued by the Board from time to time.

74.1 The Policy Committee will comprise the President ex-officio together with up to ten members appointed by the Board including:

   a) three Board Members

   b) three representatives from the Devolved Nations, nominated by CILIPS Board and the Committees in Northern Ireland and Wales

   c) four co-opted members from CILIP Special Interest Groups and Regional Member Networks dependent upon the experience and expertise required in policy priority areas

   d) additional expertise may be co-opted on to the Committee on a time-limited advisory basis.

74.2 Appointment of Board Members to the Committee will be for three years, renewable for a further term of three years. A Board Member who has held office on the Policy Committee for six consecutive years will not be eligible for re-appointment until one further full governance year has elapsed.

74.3 Representatives of Devolved Nations will be appointed for three years, subject to the continued approval of their nominating body.

74.4 All other appointments will be for a time agreed by the Board according to the prevailing policy priorities.

74.5 Meetings of the Policy Committee will be held at least four times a year.

**Resources Committee**

75. The Resources Committee will assist the Board by overseeing CILIP’s financial management and control and the use of its resources in accordance with any term of reference issued by the Board from time to time.

75.1 Membership of the Resources Committee will be appointed by the Board and will comprise:

   a) three Board Members including the Treasurer who will Chair the Committee
b) up to two co-opted members, who may not be Members, with the required skills.

c) the President ex officio.

75.2 Appointment of Board Members to the Committee will be for three years, renewable for a further term of three years. A Board Member who has held office for six consecutive years on the Resources Committee will not be eligible for re-appointment until one further full governance year has elapsed.

75.3 Meetings of the Resources Committee will be held at least four times a year.

Audit Committee

76. The Audit Committee will act in accordance with any terms of reference issued by the Board from time to time and will monitor the integrity of CILIP’s financial statements and activities, and its annual report. The Committee will also monitor and oversee CILIP’s elections and appointment processes.

76.1 Membership of the Audit Committee will be appointed by the Board and will comprise:

a) at least three Board Members

b) up to two co-opted members with the required skills.

c) the President ex-officio

76.2 Appointment of Board Members to the Committee will be for three years, renewable for a further term of three years. A Board Member who has held office on the Audit Committee for six consecutive years will not be eligible for re-appointment until one further full governance year has elapsed.

76.3 The President shall chair the Audit Committee.

76.4 Meetings of the Audit Committee will be held at least four times a year.

Ethics Committee

77. The Ethics Committee will provide advice to the Board on ethical issues and promote a better understanding of professional ethics among Members in accordance with any terms of reference issued by the Board from time to time.

77.1 Membership of the Ethics Committee will be appointed by the Board and will comprise:

a) two Board Members

b) two Members drawn from the wider membership

c) the President ex officio.
77.2 Appointment of Board Members to the Committee will be for three years, renewable for a further term of three years. A Board Member who has held office for six consecutive years on the Ethics Committee will not be eligible for re-appointment until one further full governance year has elapsed.

77.3 The Ethics Committee will be chaired by the President.

77.4 Meetings of the Ethics Committee will be held once a year. The chair of the Committee can call additional meetings as necessary.

**Disciplinary Committee**

78. The Disciplinary Committee will operate under the Regulations at Appendix B.

**Remuneration Committee**

79. The Remuneration Committee will determine the framework and policy for remuneration of the Chief Executive and Senior Management Team and will oversee any major changes to organisational structure or benefits affecting CILIP staff in accordance with any terms of reference issued by the Board from time to time.

79.1 Membership of the Remuneration Committee will be appointed by the Board and will comprise at least three Board Members and the President ex-officio.

79.2 Appointment of to the Committee will be for three years, renewable for a further term of three years. A Committee member who has held office for six consecutive years will not be eligible for re-appointment until one further full governance year has elapsed.

79.3 The Board will appoint a chair from the Remuneration Committee membership.

79.4 Meetings of the Remuneration Committee will be held once a year or more frequently if circumstances require.

**Further Provisions regarding Committees**

80. All committees will report to the Board and the Board will receive minutes from all committee meetings.

81. The Board may establish any sub-boards as it may from time to time think fit in order to carry out its functions, duties and responsibilities or to implement any of its resolutions, including the Professional Registration and Accreditation Board and the International Board.

82. The Board will approve the remit and operations of each of the committees and sub-boards, including the quorum, terms of reference and reporting mechanisms and will review these from time to time.
Process of appointment to committees - Bye-law 57

83. The process of making appointments to committees shall be established by the Board and shall be compatible with the standards and processes for making appointments to the boards of non-departmental public bodies.

Expenses

84. Reasonable expenses incurred by members of duly appointed bodies in attending meetings shall be reimbursed by the Institute. Expenses incurred by Institute representatives on joint and external committees may also be reimbursed. Expenses incurred by observers shall not normally be reimbursed by the Institute, but the Board may authorise reimbursement if it is satisfied that the interests of the Institute make it appropriate to do so.

Open meetings

85. Individual Members and the nominated representatives of Organisation Members may attend and observe as visitors meetings and other forms of debate of duly appointed bodies (other than those of the Disciplinary Panel). Visitors shall be excluded from any part of a meeting at which a duly appointed body is discussing confidential business.

Payment of accounts and signature of cheques - Bye-law 62

86. Payment of accounts

86.1 Heads of a department shall be responsible for managing their department’s budget and authorising expenditure.

86.2 Invoices and other requests for payments must be signed by the head of the relevant department, or by another member of the department specifically authorised to do so.

86.3 In exceptional circumstances, payments may be authorised by the Chief Executive Officer, a director or the head of finance.

87. Signature of cheques

87.1 Cheques must be signed by two authorised signatories, at least one of whom must come from the A list.

87.2 The lists of cheque signatories are:

A List (finance staff): Director of Resources and Head of Finance

B List (non-finance staff): Chief Executive Officer, directors, and other senior members of staff determined from time to time by the director of finance and notified to the Institute’s bankers.
Regional Member Networks - Bye-law 69

88. A Regional Member Network shall appoint a chair, an honorary secretary or honorary secretaries, an honorary treasurer, and such other members as required to form a committee to manage its affairs.

89. A Regional Member Network shall not take any action, other than by recommendation to the Board, which affects other Regional Member Networks, the general conduct of the Institute or the external relations of the Institute.

90. The funds and facilities of a Regional Member Network shall not be employed to promote the candidature of any candidate for election to office of the Institute; but this shall not prevent the provision of factual information on a non-discriminatory basis.

91. Subject to approval by the Board, Regional Member Networks may create and dissolve sub-regions to facilitate provision of services to Members.

92. Individual Members will be assigned to an appropriate Regional Membership Network. Individual Members may pay the Institute an additional fee to be a corresponding member of any Regional Member Network of which they are not a member.

93. The form of Regional Member Network rules, which may be amended for any Regional Member Network with the approval of the Board is set out in Appendix F.

Special Interest Groups - Bye-law 71

94. The procedure as set out in the Special Interest Group Rules in Appendix F, shall be used by the Board when considering the creation, merger or dissolution of Special Interest Groups. Subject to approval by the Board, SIGs may create and dissolve subgroups to facilitate provision of services to Members.

95. Individual Members may join one or more SIGs by notice to the Chief Executive Officer. The Board shall determine whether and in what circumstances an additional subscription is to be levied in respect of membership of SIGs and the level of any such additional subscription.

96. A SIG shall appoint a chair, an honorary secretary or honorary secretaries, an honorary treasurer, and such other members as required to form a committee to manage its affairs.

97. A SIG shall not take any action, other than by recommendation to the Board, which affects other SIGs, the general conduct of the Institute or the external relations of the Institute.

98. The funds and facilities of a SIG shall not be employed to promote the candidature of any candidate for election to office of the Institute; but this shall not prevent the provision of factual information on a non-discriminatory basis.

99. The form of Special Interest Group rules, which may be amended for any Special Interest Group with the approval of the Board is set out in Appendix F.
Group-only Members of SIGs

100. The Institute recognises that there are people who are interested in the work of one or more of the Institute’s SIGs but who would not wish to become Members of the Institute. The Institute is therefore willing to allow such people to become ‘Group-only’ members of a SIG. Group-only members are entitled to the advantages of membership of the SIG. Subscription charges will be set annually by the Board. Whilst Group-only membership is administered by the Institute, Group-only members are not Members of the Institute.

101. Group-only members may become members of the SIGs committee, but not in the office of chair, honorary secretary or honorary treasurer, nor in the roles of mentor support officer or candidate support officer. Group-only members may not form the majority of members of the committee.

102. Group-only members may vote on matters internal to the SIG.

103. Group-only members cannot comprise more than 25% of the total membership of a SIG.

Member network forum

104. The member networks forum, attended by representatives of Regional Member Networks and Special Interest Groups, shall be held at least twice each year. The forum will always be attended by at least one Board Member.

105. A policy seminar will be held on an annual basis with the member networks forum to assist in the setting of policy priorities for the following year.

Regulations for the Retired Members’ Guild – Bye-law 28

106. The Regulations are given at Appendix C.

The Retired Members’ Guild converted to a Retired Members Special Interest Group in May 2017.

Regulation for the Retirement of the transitional Board – Bye-Law 29

107. The following provisions shall apply to the transitional Board:

107.1 The Board Members to serve from 1 January 2015 shall be those eight individuals elected as Councillors at the annual elections in 2012 and 2013. The four Councillors elected in 2011 and due to retire on 31 December 2014 shall remain in office until 31 March 2015 when three shall retire (if those to retire cannot be agreed then the decision shall be decided by lot).

107.2 At the annual election for 2014, the Individual Members shall elect three Board Members to serve, commencing 1 April 2015 for a term ending on 31 December 2018.

107.3 In 2015, 2016 and 2017:
107.3.1 On the 31 December three elected Board Members shall retire. The Board Members to retire shall be those who have been in office longest since their last appointment or reappointment. As between persons who became or were last reappointed as Board Members on the same day those to retire shall (unless otherwise agreed amongst themselves) be decided by lot.

107.3.2 The Individual Members shall elect three Board Members to serve for four years from the following 1 January.

107.4 During the transitional period the Board may appoint Board Members in accordance with Bye-laws 36-39.

107.5 The provisions for filling casual vacancies in the Bye-laws shall apply to the transitional period as shall the provision that no Board Member may serve for a period of more than eight consecutive years without taking a break from office for a full governance year.

108. Any question about implementation of these transitional provisions shall be decided by the Board.