

ROYAL CHARTER

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS The Institute of Ergonomics and Human Factors (hereinafter referred to as “the Former Institute”) was incorporated as a company limited by guarantee under the Companies Act 1948 in the year of our Lord 1985 and has by a Humble Petition prayed that We might be graciously pleased to grant to it a Charter of Incorporation for the better advancement of the practice of ergonomics and human factors and the education of practitioners therein:

AND WHEREAS We having taken the said Petition unto Our Royal consideration are minded to accede thereto:

NOW THEREFORE KNOW YE that by virtue of Our Prerogative Royal and of Our especial grace, certain knowledge and mere motion, to grant and declare, and by these Presents do for Us, Our Heirs and Successors, grant and declare as follows:

1. All present members of the Former Institute and all other persons who may hereafter become members of the Body Corporate hereby constituted are hereby created and henceforth forever shall be one Body Corporate by the name of the Chartered Institute of Ergonomics and Human Factors (herein after referred to as “the Institute”) and by the same name shall have perpetual succession and a Common Seal with power to alter, vary and break and make anew such Seal at their discretion, and by the same name shall and may sue and be sued in all Courts and in all manner of actions and proceedings, and shall have power to do all other matters and things incidental or appertaining to a Body Corporate.
2. In this Our Charter unless the context otherwise requires:
 - 2.1. “the Body Corporate” means those members of the Institute entitled to full voting rights.
 - 2.2. “the Byelaws” means the Byelaws set out in the Schedule to this Charter as amended from time to time as hereinafter provided;
 - 2.3. “the Council” means the Council of the Institute referred to below as from time to time constituted in accordance with the Byelaws;
 - 2.4. “Ordinary Resolution” means a resolution of a General Meeting of the Institute which has been carried by a simple majority of the Body Corporate voting in person or by proxy at the meeting;
 - 2.5. “Special Resolution” means a resolution of a General Meeting of the Institute which has been carried by a majority of not less than two thirds of the Body Corporate voting in person or by proxy at the meeting;
 - 2.6. the term “ergonomics” shall include the term “human factors” and vice versa;
 - 2.7. words importing the singular number only shall include the plural number, and vice versa;
 - 2.8. words importing one gender only shall include all genders;
 - 2.9. words importing persons shall include bodies corporate and unincorporated associations.
3. The objects for which the Institute is incorporated shall be:
 - 3.1. to promote learning and advance education and knowledge in the subject of, and with regard to, ergonomics;
 - 3.2. to promote human wellbeing by increasing the awareness and use of ergonomics knowledge; in the interests of the general public benefit.
4. Without limiting its capacities at law as a chartered corporation, the Institute may exercise the following powers in pursuing its objects:

- 4.1. to arrange for educational courses, training and lectures and their accreditation; to institute and conduct examinations and assessments; to issue Certificates and Diplomas to award recognition to persons successfully completing accredited training and to persons qualified to practise or teach ergonomics; and to maintain such standards as may from time to time be decided by the Institute;
- 4.2. to establish, carry on, promote, organise, finance and encourage the study, writing, production and distribution of books, journals, periodicals, monographs and pamphlets and the publication of educational courses and lectures and to make available any published materials in printed and/or electronic form;
- 4.3. to provide, promote, organise and finance scientific and technical meetings, seminars, lectures and conferences;
- 4.4. to establish, carry on, promote, organise, finance, equip and maintain libraries;
- 4.5. to promote, commission and carry out research;
- 4.6. to make provision for lectureships, bursaries, prizes and grants;
- 4.7. to promote the formation of organisations for the purpose of any of the powers of the Institute and to assist the organisations and their managers, committees and officers as may be thought fit;
- 4.8. to employ such staff who shall not be members of the Council of the Institute as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of salaries, pensions and any other benefits to staff;
- 4.9. to create and maintain in the public interest a register of professional ergonomists whose competence has been certified by the Institute;
- 4.10. to act in association with any other company, association, institute, society, body or person in the pursuance of the objects of the Institute;
- 4.11. to solicit and procure and to accept and receive any donation of property of any nature and any device, legacy or annuity, subscription, contribution or fund for the purpose of promoting the Institute's objects or any of them, and to apply to such purpose the capital as well as the income of any such legacy, donation or fund;
- 4.12. to undertake the management of any trusts or endowments and any scholarships and exhibitions for the furtherance of the objects of the Institute;
- 4.13. to establish and support or aid in the establishment and support of any charitable association or institution, trust or fund, and to subscribe or guarantee money for any charitable purpose which the Institute shall consider calculated to promote its objects or any of them;
- 4.14. to purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property or any estate or interest whatsoever, and any rights or privileges and to construct, maintain and alter buildings or erections;
- 4.15. subject to consents (if any) as may be required by law to sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Institute;
- 4.16. subject to consents (if any) as may be required by law to borrow or raise money on such terms and on such security as may be thought fit;
- 4.17. subject to consents (if any) as may be required by law to invest the monies of the Institute not immediately required for its purposes in or upon such investments, property or other assets as may be thought fit;

- 4.18. to take over all the assets, undertakings and obligations of the Company being the Former Institute (Company number 1923559) and for such purpose to enter into all such contracts (including contracts of indemnity) as may be necessary or desirable;
- 4.19. to indemnify every member of the Council, other officers of the Institute and members acting on behalf of the Council against all costs, charges, losses, expenses and liabilities incurred by him in good faith in the execution and discharge of his duties or in relation thereto;
- 4.20. to do all such other lawful things as shall be incidental or conducive to the attainment of the foregoing objects or any of them; provided that the Institute's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers;
- 4.21. to do all or any of the things and matters aforesaid in any part of the world.

5. The Members

- 5.1. The Institute shall consist of such members in such grades or categories as the Byelaws prescribe. The qualifications, manner and terms of admission, rights and privileges and obligations of each grade or category of membership and the terms under which members may be subject to disciplinary sanctions by the Institute shall be as the Byelaws shall prescribe. The Byelaws or Council may prescribe post-nominal designations by which members of certain grades or categories may be designated as belonging to the Institute.
- 5.2. Membership of the Institute is open to all ergonomics professionals and interested parties from the United Kingdom and the wider world.
- 5.3. The members of the Former Institute as at the date of this Our Charter shall continue in the same grades or categories in the Institute, subject to the provisions of this our Charter and the Byelaws.

6. The Officers

- 6.1. There shall be such officers of the Institute, with such functions, tenure and terms of office, as the Byelaws and Regulations may from time to time prescribe.
- 6.2. The officers of the existing Institute as at the date of this Our Charter shall continue in office for the terms for which they were elected, subject to the provisions of this Our Charter and Byelaws.

7. The Council

- 7.1. The governance, control and leadership of the Institute shall be vested in the Council constituted in accordance with the Byelaws. The members of the Council shall have such tenure and the terms of office as the Byelaws and Regulations may from time to time prescribe. The Council shall manage the affairs of the Institute in accordance with this Our Charter and the Byelaws and shall exercise such powers and do such acts and things as may be exercised or done by the Institute and are not by the provisions of this Our Charter or the Byelaws directed to be exercised or done by the Institute in General Meeting.
- 7.2. The members of the Council of the existing Institute at the date of this Our Charter shall continue in office for the term for which they were elected, subject to the provisions of this Our Charter and Byelaws.

8. The Council may from time to time appoint such Patron of the Institute as may accept the invitation of the Council to take such appointment.

9. The affairs of the Institute shall be managed in accordance with the Byelaws. The Body Corporate of the Institute may, by Special Resolution, add to, amend or repeal the Byelaws for the time being, if that shall seem expedient for the furtherance of the objects of the Institute; but no Byelaws so made shall take effect until the same shall have been approved by the Lords of Our Most Honourable Privy Council (of which approval a certificate under the hand of the Clerk of Our said Privy Council shall be conclusive evidence).
10. Subject to terms of this Our Charter, the Byelaws may regulate any matter relating to the administration of the Institute and its affairs, and may direct that any matter which, pursuant to this Our Charter, might be prescribed or regulated in the Byelaws may be further prescribed or regulated by Regulations. No such further prescription or regulation shall be effective to any extent to which it is inconsistent with the provisions of this Our Charter or the Byelaws.
11. Regulations shall be of two kinds to be known as "General Regulations" and "Council Regulations". General Regulations shall be made by Ordinary Resolution in a General Meeting and shall prescribe and regulate the framework within which the Council may further conduct, prescribe and regulate the Institute's business. The Code of Professional Conduct and the Disciplinary Regulations shall form a part of the General Regulations of the Institute. Council Regulations shall be made by The Council. Regulations of either kind may be added to, amended or revoked in like manner to that in which they were respectively made.
12. The Institute may at any time amend, add to or revoke any of the provisions of this Our Charter by a Special Resolution at a General Meeting of the Institute and any such amendment, addition or revocation shall, when allowed by Us, Our Heirs, or Successors in Council, become effectual.
13. Surrendering the Charter and Dissolving the Institute
 - 13.1. The Members of the Institute may by a Special Resolution passed at a General Meeting especially summoned for the purpose determine to surrender this Our Charter subject to the sanction of Us, Our Heirs, or Successors in Council and upon such terms as We or They may consider fit, and wind up or otherwise deal with the affairs of the Institute in the manner directed by such General Meeting or in default of such directions as the Council thinks expedient having due regard to the liabilities of the Institute for the time being.
 - 13.2. If the Institute is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property whatsoever, the same shall not be paid to or distributed among the members of the Institute but shall, subject to such consents of the Charity Commission and of the Courts as may be required by law, be given or transferred to some other charitable institution or institutions having charitable objects similar to the objects of the Institute.
14. Lastly, We do hereby for Us, Our Heirs and Successors grant that these Our Letters or the enrolment thereof shall be in all things good, firm, valid, sufficient and effectual in law notwithstanding any omission, imperfection, defect, matter, cause or thing whatsoever to the contrary thereof in these Our Letters contained and shall be taken construed and adjudged benevolently and in every case most favourably to the Institute and the promotion of the objects of this Our Charter.

IN WITNESS whereof, We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the twenty second day of September in the Sixty-third year of Our Reign

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

Chartered Institute of Ergonomics and Human Factors

BYELAWS

Interpretation

1. In the event of any inconsistency between the provisions of the Charter and the provisions of the Byelaws, the provisions of the Charter shall prevail.
2. In these Byelaws, unless the context otherwise requires:
 - 2.1. "the Institute" shall mean the Chartered Institute of Ergonomics and Human Factors;
 - 2.2. "the Council" shall mean the governing body for the time being of the Institute;
 - 2.3. "the Trustees" shall mean the elected and co-opted members of the Council for the time being;
 - 2.4. "the Body Corporate" shall mean those members of the Institute who have full voting rights;
 - 2.5. "these Byelaws" shall mean the byelaws of the Institute, as amended from time to time;
 - 2.6. "the President" shall mean the president for the time being of the Institute;
 - 2.7. "the Chief Executive" shall mean the chief executive for the time being of the Institute;
 - 2.8. "the Treasurer" shall mean the treasurer for the time being of the Institute;
 - 2.9. "the Registrar" shall mean the registrar for the time being of the Institute;
 - 2.10. "the Office" shall mean the place designated from time to time by the Council as the principal office of the Institute;
 - 2.11. "the Seal" shall mean the common seal of the Institute;
 - 2.12. "clear days" in relation to a period of notice means that period excluding the day when the notice is given or deemed to be given or on which it is to take effect;
 - 2.13. "month" shall mean a calendar month;
 - 2.14. "writing" shall mean written, printed, lithographed or in electronic format, or partly one and partly another, and other means of representing or producing words in a visible form.
 - 2.15. "Good Standing" shall mean up to date with all professional development requirements, fees and subscriptions, and not currently subject to a disciplinary penalty.
3. In these Byelaws:
 - 3.1. any references to a Byelaw shall be to a byelaw of these Byelaws.
 - 3.2. the term "ergonomics" shall include the term "human factors" and vice versa
 - 3.3. words importing the singular number only shall include the plural number, and vice versa;
 - 3.4. words importing one gender only shall include all genders;
 - 3.5. excluding the description and classification of the Institute's membership and the Council, words importing persons shall include corporations and other organisations.

Membership

4. Classes and Grades

4.1. Persons with the appropriate qualifications, knowledge and experience may apply to join the Institute. The decision of the Council upon any application for admission to any class of membership in the Institute shall be final and conclusive and the Council shall be entitled in its absolute discretion to refuse to admit to membership any applicant without giving any reason for such refusal.

4.2. There shall be three classes of membership, defined by their voting rights, as follows:

4.2.1. Members with full voting rights

4.2.1.1. This class of membership forms the Body Corporate and consists of the following grades:

Grade of membership	Admission criteria
Registered Members	Individuals who have a combination of degree level or equivalent qualifications / knowledge plus significant experience as the Council may from time to time deem appropriate.
Fellows	Persons who have satisfied the criteria for Registered Membership and have made significant contributions to ergonomics over a number of years as the Council may from time to time deem appropriate.
Retired Voting Members	Members retired from paid employment in ergonomics and who elect to be a Retired Voting Member and who at the date of retirement had been a member of the Body Corporate over a number of years as the Council may from time to time deem appropriate.
Honorary Fellows	Those members who have been awarded Honorary Fellowship by a General Meeting.

4.2.1.2. The criteria for membership of these grades within the Body Corporate shall be further prescribed by the General Regulations and the Council Regulations, and shall include peer review by members of the Body Corporate.

4.2.2. Members with limited voting rights:

4.2.2.1. This class of membership shall be as determined from time to time by Ordinary Resolution at a General Meeting of the Institute. The criteria for membership of the grades within this class are determined from time to time by the Council and prescribed by the Council Regulations.

4.2.2.2. Each grade of this class of membership shall be eligible to vote for a representative of that grade to the Council of the Institute.

4.2.2.3. This class of membership shall have no other voting rights in General Meetings.

4.2.3. Members with no voting rights

4.2.3.1. This class of membership shall be as determined from time to time by Ordinary Resolution at a General Meeting of the Institute. The criteria for membership of the grades within this class are determined from time to time by the Council and prescribed by the Council Regulations.

4.2.4. The full rights and privileges of each of the grades within each class of membership shall be defined in the General Regulations.

4.2.5. The rights of every member shall be personal to themselves and shall not be transferable, transmittable or chargeable by their own act, by operation of law or otherwise.

5. All persons admitted to any grade shall before becoming a member sign an undertaking to be governed by the Charter, Byelaws and Regulations of the Institute and to use their best endeavours to advance the objects and purposes of the Institute.
6. Every member of the Institute shall exercise his professional skill and judgement to the best of his ability and uphold the reputation and dignity of the profession by discharging his professional responsibilities with integrity and shall safeguard the public interest in matters of safety, health and otherwise.
7. Every member of the Institute shall undertake to abide by The Code of Professional Conduct and The Disciplinary Procedures as prescribed by the General Regulations from time to time. The Disciplinary Procedures shall, inter alia, include specific provision giving members accused of misconduct the right to call, examine and cross examine witnesses and a right of appeal.
8. All members with full voting rights except those with Retired status shall regularly demonstrate their Continued Professional Development (CPD) to the satisfaction of the Institute, at the quality and frequency prescribed by the Council Regulations.
9. All members with limited voting rights, except such categories of these members as from time to time prescribed by the General Regulations, shall regularly demonstrate their CPD to the satisfaction of the Institute, at the quality and frequency prescribed by the Council Regulations.
10. A Registered Member or Fellow may describe himself as a Chartered Ergonomist and Human Factors Specialist and use the designatory letters C.ErgHF if the Council shall be satisfied that:
 - He is in Good Standing with the Institute;
 - He does not have Retired status.
11. The Council shall permit candidates who satisfy the requirements of the different grades of membership to use such descriptions and designatory letters as the Council shall permit for the grade of membership whilst they remain in membership.
12. The Council may provide for examinations to be held for the purpose of members being able to meet qualification criteria. Further, it shall arrange for the appointment of such examiners as it considers necessary and / or requisite to assess the papers submitted by candidates at such examinations.
13. The admission fees and subscriptions of the different grades of membership shall be such sums as are prescribed annually by the Council, within the limits that shall from time to time be prescribed by the General Regulations. They shall be due at such time and in such manner as shall be prescribed by Council Regulations and the Council may also exercise its discretion over payment by individual members.
14. A register shall be kept by the Institute containing the names and addresses of all the members, specifying the grade of membership together with such other particulars as may be required. Each member shall inform the Institute forthwith of any change of name or address.
 - 14.1. There shall be a publicly available version of the register which lists all members who meet the criteria to use the title Chartered Ergonomist and Human Factors Specialist according to Byelaw 10 and such other information as the Council from time to time deem appropriate.

15. Any member who for any cause whatsoever shall cease to be a member shall remain liable for and shall pay to the Institute all monies then or thereafter payable by him by virtue of his liability under the Charter and these Byelaws.
16. Ceasing Membership
- 16.1. A member shall immediately cease to be a member upon the happening of any one of the events following, namely:
- if he shall resign his membership by notice in writing delivered to or left at the Office, or
 - if he shall fail to pay any monies due from him as prescribed by the Council Regulations.
- 16.2. Any member may be censured or suspended or expelled from membership for cause as provided by the Disciplinary Regulations. In particular, and without limitation to the generality of the foregoing:
- a member may be expelled from membership if he is found guilty of any criminal offence which in the opinion of the Council or its delegated authority prejudices his ability to comply with these Byelaws or the Code of Professional Conduct of the Institute from time to time; or
 - a member may be censured, suspended or expelled from membership if he shall fail to perform or comply with any obligation binding upon him by reason of his membership viz; the Charter or these Byelaws, the Code of Professional Conduct of the Institute from time to time or if he shall do or fail to do any matter or thing which in the opinion of the Council or its delegated authority shall or may bring the Institute into disrepute or be prejudicial to the interests of the Institute save that where such failure to perform or comply shall, in the sole opinion of the Council or its delegated authority, be capable of remedy then the member may be given notice in writing requiring him to remedy such matter within such time as may be specified in such notice. The member shall have no redress in respect of any failure to give such notice as aforesaid.
- 16.3. The decision of the Council or its delegated authority shall, subject to compliance with the Disciplinary Regulations of the Institute from time to time, be final and conclusive and the Council shall not be required to give any reason for its decision.

General Meetings

17. Annual General Meetings of the Institute shall be held in accordance with the General Regulations at such place and at such time as the Council may determine. All other General Meetings of the Institute shall be called Extraordinary General Meetings. The Council may call an Extraordinary General Meeting whenever it thinks fit.
18. On a requisition by not fewer than twenty members of the Body Corporate the Council shall forthwith proceed to convene an Extraordinary General Meeting for a date not later than eight weeks after receipt of the requisition. The requisition shall be in writing, stating fully the objects of the meeting and deposited at the Office of the Institute. Such requisition may consist of several documents in like form. If no such General Meeting has been convened within eight weeks of the receipt of such requisition as aforesaid, a General Meeting may be convened by the requisitionists or any of them being at least a majority in number of them, for such purposes only as shall be specified in the requisition in the same manner as nearly as possible as that in which General Meetings are convened by the Council, but so that any such General Meeting shall be convened not later than eight weeks after the expiration of the aforesaid period of eight weeks.
19. Meeting Notices
- 19.1. Any General Meeting of the Institute shall be called on not fewer than twenty-one clear days' notice to every member of the Body Corporate. Such notice may be extended and further prescribed by the General Regulations. A General Meeting that is called by shorter notice than that specified in this Byelaw shall be deemed to have been duly called if it is so agreed by a two thirds majority of no fewer than 90% of the Body Corporate.
- 19.2. The notice shall specify the place, the day and the hour of meeting, the general nature of the business to be transacted and, in the case of an Annual General Meeting, shall specify the meeting as such.

- 19.3. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice thereof shall not invalidate the proceedings at that meeting.
20. The General Regulations shall specify the quorum of General Meetings and the conduct of General Meetings including the adjournment; the chairmanship; the circumstances in which a poll may be demanded and the method of conducting polls; and arrangements for proxy voting.
21. No business shall be transacted at any General Meeting unless a quorum be present. If within half an hour after the time appointed for the General Meeting a quorum is not present, the General Meeting shall stand adjourned to such day (not being more than twenty-one days thereafter) and at such hour and place as the chairman thereof shall determine, and, if at such adjourned meeting a quorum is not present, those persons who are then and there present, in person or by proxy, and entitled to vote shall be a quorum and may transact the business for which the General Meeting was called.
22. Only members of the Body Corporate shall be entitled to vote at a General Meeting. Every such member shall have one vote.
23. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairman of the meeting, whose decision shall be final and conclusive.
24. The Council shall cause the minutes of any General Meeting to be kept in written or electronic formats in such a way as to ensure a permanent record is maintained and available to the membership. General Meeting minutes will be published in draft form six weeks after the meeting closes and will be approved after any necessary amendments at the subsequent General Meeting. The approved minutes will be published within six weeks of the subsequent General Meeting.

The Council

25. The Council shall comprise the Trustees of the Institute and the Ex-Officio Members as defined in Byelaw 33, and have responsibility for:
- the good governance and control of the business of the Institute,
 - upholding standards of professionalism and competence within the discipline,
 - leadership of the profession within the UK and its representation internationally.
26. Unless otherwise determined by a General Meeting, the Trustees shall comprise a maximum of sixteen people elected from the Body Corporate plus one person elected from each of the grades of membership with limited voting rights. The sixteen people elected from the Body Corporate shall comprise the Officers (both Executive and Appointed) of the Institute and the Ordinary Members of the Council. The people elected from the membership with limited voting rights shall comprise the Representative Members of the Council.
27. Election of the Trustees to fill vacancies and become Members of the Council shall take place in Annual General Meetings.
28. The method of election, appointment and co-option of the Members of the Council, including the eligibility and term of office shall be determined by the General Regulations.
29. Members with no voting rights are not eligible for election to the Council.
30. The Council shall have the power to co-opt from the Body Corporate (or if appropriate from the limited voting membership) to fill any vacancy that might occur within the Council between Annual General Meetings. Any Council Member so co-opted will have the same status on the Council as an elected member of the Council. Co-opted Council members will retire at the Annual General Meeting following their co-option, but may be nominated for future service, according to the rules contained in these Byelaws.
31. The Executive Officers of the Institute shall be elected for their specific roles as prescribed by the General Regulations and shall consist of:

- The President-Elect (who becomes the President at the next AGM);
 - The President;
 - The Immediate Past President (who ceased to be the President at the previous AGM);
 - The General Treasurer.
32. Appointed Officers of the Institute as determined by the Council Regulations shall be appointed from the Ordinary Members of the Council.
33. Ex-Officio Members of the Council shall comprise the Registrar, the Chief Executive and such other persons as prescribed by the Council Regulations or as the Council shall from time to time invite.

Powers of the Council

34. The Council may exercise all such powers of the Institute and do on behalf of the Institute all such acts as may be exercised and done by the Institute, and as are not by the Charter or these Byelaws required to be exercised or done by the Institute in General Meeting. No alteration of the Charter, Byelaws or Regulations and no such direction shall invalidate any prior act of the Council which would have been valid if such alteration had not been made or such direction not been given.
35. The general powers given by this Byelaw shall not be limited or restricted by any special authority or power given to the Council by any other Byelaw. All powers exercisable by the Council may be exercised at a meeting of the Members of the Council at which a quorum is present or by written resolution as provided in these Byelaws. The Council may, by power of attorney or otherwise, appoint any person to be the agent of the Institute for such purposes and on such conditions as it determines.
36. Any branch or kind of business which the Institute is either expressly or by implication authorised to undertake may be undertaken by the Council at such time as it may consider expedient and the Council may suspend or terminate any such activity, so long as the Council considers it expedient not to commence or proceed with the same.
37. The Council may delegate all or any of their powers to such Committees as it may think fit. In the exercise of the powers so delegated any Committee so formed shall be regulated by terms of reference laid down from time to time by the Council and include such Officers and other Members of the Council as required by the Council.
38. The Seal of the Institute shall not be affixed to any instrument, except by the authority of the Council. The President and Registrar shall sign every instrument to which the Seal is so affixed and such signatures shall be conclusive evidence of the fact that the Seal has been properly affixed.

Proceedings of the Council

39. The Council may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it shall think fit. Unless and until otherwise determined by the Council, questions arising at any meeting shall be determined by a majority of votes. Each Trustee is entitled to one vote. Ex-Officio Members of the Council and other invited persons may contribute to discussions but are not entitled to vote. In the case of an equality of votes the Chairman of the Council, or in the absence of the Chairman any Member acting as Chairman, shall have a second or casting vote. Use of such casting vote shall be recorded in the minutes for such meetings.
40. The Council shall meet at least four times in any calendar year.
41. The President shall chair the meetings of the Council. In his absence the President-Elect shall chair the meetings of the Council. In the absence of both the President and President-Elect those present may elect a Chairman for the meeting.
42. The President or the General Treasurer may at any time summon a meeting of the Council, and shall also do so on the requisition of not fewer than two Trustees.
43. A resolution in writing signed by a majority of Trustees for the time being shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and held. Any such resolution in writing may consist of two or more documents in like form each signed by one or more of such Trustees.

44. The proceedings of the Council, including the notice requirements and quorum shall be further determined by the Council Regulations.
45. All acts done at any Council meeting or by any person acting as a Member of the Council, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any Member of the Council or person acting as aforesaid or that he or any of them was ineligible or had vacated office, or was otherwise disqualified, shall be as valid as if every such person had been duly appointed and was eligible and had continued to be a Member of the Council.
46. The Council shall cause minutes to be kept in written or in electronic formats, in such a way as to ensure a permanent record is maintained and available to the membership, subject to any confidential items being redacted:
 - of all appointments made by the Council, and
 - of the names of the Members and other persons present at every meeting of the Council, and
 - of all resolutions and proceedings at all business meetings of the Institute and of the Council and of any committees thereof.
47. The minutes of any Council meeting shall be made available to the membership of the Institute, within one calendar month of approval and signature at the subsequent Council meeting.
48. A meeting of the Council or a Committee of the Council may be held either in person or by telephone or using any televisual or other electronic or virtual means agreed by the Council or a Committee of the Council in which all participants may communicate simultaneously with all the other participants.

Disqualification of Members of the Council

49. The office of a Member of the Council shall be vacated upon the happening of any one of the events following, namely:
 - if he shall resign his office by notice in writing under his hand left at the Office; or
 - if he shall cease to be a member of the Body Corporate, or
 - if he is a Representative Member and ceases to be a member of the grade he is representing; or
 - if he would cease to be a Council Member by virtue of any provision of the Companies Act or would become prohibited by law from being a company Director; or
 - if he is for any cause removed as a member in accordance with these Byelaws; or
 - if he misses three consecutive meetings without reasonable cause.
50. Any Member who has been suspended or expelled from the Institute shall immediately cease to be a Member of the Council and shall not be eligible for election or appointment as such for a period of five years from the date of his reinstatement.
51. If any member of any Committee shall for any reason cease to be a member of the Institute his office as a member of any such Committee shall become vacant.
52. Notwithstanding anything in these Byelaws, the members of the Body Corporate may by Special Resolution remove any Member of the Council from his membership of the Council before the expiration of his period of office.

Chief Executive

53. A Chief Executive shall be appointed by the Council for such term, at such remuneration and upon such conditions as they shall think fit and any Chief Executive so appointed may be removed by the Council. The Chief Executive shall not be a Trustee, but may be a member of the Body Corporate.
54. The Council may entrust to and confer upon the Chief Executive such of the executive powers exercisable under these Byelaws by the Council as they may think fit.
55. The Chief Executive, in accordance with the Council Regulations, shall engage all persons to be employed under

him and shall be responsible for them.

Accounts

56. The Council shall cause true accounts to be kept:

- of all sums of money received and expended by the Institute and the matters in respect of which such receipts and expenditure take place; and
- of the assets, property, credits and liabilities of the Institute; and
- of all sales and purchases of goods and services by the Institute.

57. The books of account shall be kept at the Office or at such other place as the Council may think fit.

58. The Institute in General Meeting may at any time or from time to time make General Regulations as to the time and manner of inspection by members of the accounts and statutory books of the Institute.

59. Once at least in every calendar year the Council shall make available for inspection by the members of the Body Corporate its annual report and annual externally audited accounts made up to the end of the immediately preceding Financial Year including a balance sheet made up as at the same date containing (inter alia) all such particulars with regard to the capital, the assets, and the liabilities of the Institute. The accounts shall include a statement indicating all fees paid and fees due to Members of the Council in respect of services performed by them for the Institute.

60. Every such balance sheet as aforesaid shall be approved by the Council and signed on behalf of the Council by the General Treasurer and shall be accompanied by a report of the Council as to the state of the Institute's affairs, and it shall also have attached to it the External Auditor's report.

External Audit

61. No person shall be appointed External Auditor who is not qualified for appointment as External Auditor of a private company under the Companies Act. The appointment and remuneration of the External Auditors shall be decided by the Council. The External Auditors shall be eligible for re-appointment.

62. Once at least in every calendar year, the accounts of the Institute shall be examined and the correctness of the accounts and balance sheet ascertained by the External Auditors. The External Auditors shall make a report to the Institute on the accounts examined by them which shall, so far as relevant, contain statements as to the matters mentioned in the Companies Act.

Membership Groups

63. The Institute shall have Membership Groups. The Council Regulations shall determine the regulations, governance and membership of the Membership Groups and may from time to time vary the criteria and / or geographical areas they comprise, in the best interests of the Institute.

Indemnity

64. Every Member of the Council or member of any Committee of the Institute and every Officer of the Institute shall be indemnified out of the funds of the Institute from all losses, actions, costs, expenses, damages and liabilities which he may sustain or incur by reason of his defending any proceedings (whether civil or criminal) in which judgment is given in his favour or he is acquitted or in which relief is granted to him by the Court.

65. Nothing in these Byelaws shall constitute members of the Institute as partners for any purpose. No member, officer, agent or employee of the Institute shall be liable for the acts, or failure to act, on the part of any other member, officer, agent or employee.

Notice

66. A notice and any other document may be served by the Institute upon any member either:

- personally; or

- by sending through the post in a prepaid envelope or wrapper addressed to such member at his registered place of address; or
 - by electronic means; or
 - by publication on a website or similar medium, subject to Byelaw 70.
67. Each member shall from time to time notify in writing to the Institute an address, which can include an electronic address, at which notices may be served upon him, which shall be deemed his registered place of address.
68. Any notice or other document required to be given by the Institute to the members or any of them and not expressly provided for by or in accordance with these Byelaws shall be sufficiently given if advertised in such manner as may be determined by General Regulations.
69. Any notice or other document, if served by post, shall be deemed to have been served on the fourth working day following that on which the envelope containing the same is posted, and in proving such service it shall be sufficient to prove that such envelope was properly addressed, stamped and posted. Any notice or other document served by electronic means, including publication on the website, pursuant to these Byelaws shall be deemed served on the day sent if sent on a business day before 4.00pm but otherwise on the next following business day and in proving service of any such notice it shall be sufficient to prove that the notice was sent to the correct electronic address of the addressee or published on the website. These time periods apply equally to notices posted or sent to members' addresses outside the UK.
70. In the case of service publication on a website, or similar medium, notice shall be deemed to be served only if:
- the member has also been served personally, by post or electronically a Notice of Availability that the notice or other document in question has been so published;
 - the notice or other document in question is available for substantially the whole of any relevant notice period.
71. The member is entitled, upon request, to receive the notice or other document in question at no cost by any of the means listed at Byelaw 66.
72. Any notice or other document which pursuant to these Byelaws is required to be served by any member on the Institute or on any Officer of the Institute may be served by leaving the same at the Office or by sending the same through the post in a prepaid envelope addressed to the Institute or to the Officer of the Institute, as the case may be, at the Office.

Chartered Institute of Ergonomics and Human Factors

GENERAL REGULATIONS

Preamble

The Chartered Institute, hereinafter called the Institute, is established to pursue the Objects defined in the Charter by the exercise of the powers stated therein and in accordance with the Byelaws. The rules and operating procedures are defined in these General Regulations and their Appendices and the Council Regulations and their Appendices.

1. In the event of any inconsistency between the provisions of the Charter, the provisions of the Byelaws and these Regulations, the provisions of the Charter and Byelaws shall prevail. The Charter, Byelaws and General Regulations of the Institute shall be publicly available.

Membership

2. The three classes of membership defined in the Byelaws are: members with full voting rights, members with limited voting rights and members with no voting rights.
3. The grades of membership with full voting rights are Registered Members, Fellows and Honorary Fellows and Retired Registered Members or Fellows. They are referred to collectively as the Body Corporate of the Institute.
4. The entry requirements for the Body Corporate shall in no case be less than that of a first degree or equivalent in ergonomics or a related subject together with a minimum of three years recorded practice including a minimum of one year's mentoring by a member of the Body Corporate, and references from two other existing members of the Body Corporate. It is within the Council's power to apply alternative mentoring and reference requirements.
5. Honorary Fellowship may be awarded upon the recommendation of the Council at an Annual General Meeting by a poll of the Body Corporate present. The maximum number of Honorary Fellows at any one time shall be thirty. The criteria for awarding an Honorary Fellowship are determined from time to time by the Council and on an individual basis may allow this award to be made in the absence of a first degree.
6. The grades of membership with limited voting rights are: Technical Member, Graduate Member, Technical Graduate Member and Associate Member. The entry requirements for these grades are as follows.
 - 6.1. For Technical Members, these shall be no less than a first degree or equivalent in a cognate subject together with a minimum of two years recorded practice and two references at least one of which is from an existing member of the Body Corporate. It is within the Council's power in special cases to apply alternative reference requirements.
 - 6.2. For Graduate Members, these shall be no less than a degree awarded from an Institute Qualifying Course.
 - 6.3. For Associate Members there are no minimum entry requirements. The requirement that CPD be regularly demonstrated by members with limited voting rights as defined in Byelaw 9 shall not apply to Associate Members.
 - 6.4. For Technical Graduate Members, these shall be no less than a degree awarded from an Institute Accredited Technical Course.
7. The grades of membership with no voting rights are: Student Member, Registered Consultancy and Company Associate.
 - 7.1. The entry requirements for Student Members shall be registration on an Institute Qualifying Course or a degree course in a cognate subject.

- 7.2. The entry requirements for Registered Consultancy Members shall be a demonstration that they are capable of providing ergonomics advice to clients, on a consultancy basis, to the technical and commercial standards defined from time to time by the Council. A further requirement is that they have at least one Chartered Ergonomist and Human Factors Specialist on their permanent staff who is the Nominated Member.
- 7.3. There are no minimum entry requirements for organisations to become Company Associate Members.
8. The Code of Professional Conduct referred to in Byelaw 7 is defined within Appendix A of these General Regulations.
9. The Disciplinary Regulations referred to in Byelaw 7 are defined in Appendix B of these General Regulations.
10. Further to the voting rights defined in Byelaw 4 the following grades of membership will have these privileges.
 - 10.1. Members of the Body Corporate shall be able:
 - 10.1.1. to attend and participate in all General Meetings;
 - 10.1.2. to attend all scientific meetings, on payment of the appropriate fees;
 - 10.1.3. to be eligible for election to the Council and its Committees
 - 10.1.4. to propose or second eligible members for election to the Council and its Committees;
 - 10.1.5. to propose the formation of a Membership Group;
 - 10.1.6. to request the calling of an Extraordinary General Meeting;
 - 10.1.7. to use such titles and designatory letters as are defined in Byelaw 10 and the Council Regulations;
 - 10.1.8. to receive such Institute publications and other benefits as determined by the Council;
 - 10.1.9. to take a career break in accordance with the conditions prescribed in the Council Regulations.
 - 10.2. Technical Members shall be able:
 - 10.2.1. to attend and participate in all General Meetings;
 - 10.2.2. to attend all scientific meetings, on payment of the appropriate fees;
 - 10.2.3. to be eligible for election as a Representative Member of the Council and such Committees as may be appropriate;
 - 10.2.4. to propose or second eligible members for election as Technical Member Representatives to the Council and such Committees as may be appropriate;
 - 10.2.5. to propose the formation of a Membership Group;
 - 10.2.6. to use such titles and designatory letters as are defined in the Council Regulations;
 - 10.2.7. to receive such Institute publications and other benefits as determined by the Council;
 - 10.2.8. to take a career break in accordance with the conditions prescribed in the Council Regulations.
 - 10.3. Graduate Members shall be able:
 - 10.3.1. to attend and participate in all General Meetings;
 - 10.3.2. to attend all scientific meetings, on payment of the appropriate fees;
 - 10.3.3. to be eligible for election as a Representative Member of the Council and such Committees as may be appropriate;
 - 10.3.4. to propose or second eligible members for election as Graduate Member Representatives to the Council and such Committees as may be appropriate;
 - 10.3.5. to use such titles and designatory letters as are defined in the Council Regulations;
 - 10.3.6. to receive such Institute publications and other benefits as determined by the Council;
 - 10.3.7. to take a career break in accordance with the conditions prescribed in the Council Regulations.
 - 10.4. Technical Graduate Members shall be able:
 - 10.4.1. to attend and participate in all General Meetings;
 - 10.4.2. to attend all scientific meetings, on payment of the appropriate fees;
 - 10.4.3. to be eligible for election as a Representative Member of the Council and such Committees as may be appropriate;
 - 10.4.4. to propose or second eligible members for election as Technical Graduate Member

- Representatives to the Council and such Committees as may be appropriate;
- 10.4.5. to use such titles and designatory letters as are defined in the Council Regulations;
 - 10.4.6. to receive such Institute publications and other benefits as determined by the Council;
 - 10.4.7. to take a career break in accordance with the conditions prescribed in the Council Regulations.”
- 10.5. Associate Members shall be able:
 - 10.5.1. to attend and participate in all General Meetings;
 - 10.5.2. to attend all scientific meetings, on payment of the appropriate fees;
 - 10.5.3. to be eligible for election as a Representative Member of the Council and such Committees as may be appropriate;
 - 10.5.4. to propose or second eligible members for election as Associate Member Representatives to the Council and such Committees as may be appropriate;
 - 10.5.5. to propose the formation of a Membership Group;
 - 10.5.6. to receive such Institute publications and other benefits as determined by the Council.
 - 10.6. Student Members shall be able:
 - 10.6.1. to attend and participate in all General Meetings;
 - 10.6.2. to attend all scientific meetings, on payment of the appropriate fees,
 - 10.6.3. to be eligible for election to such Committees of the Council as may be appropriate;
 - 10.6.4. to nominate eligible members for election to such Committees of the Council as may be appropriate;
 - 10.6.5. to receive such Institute publications and other benefits as determined by the Council.
 - 10.7. Company Associates shall:
 - 10.7.1. be able to attend all General Meetings as observers;
 - 10.7.2. be able to attend all scientific meetings, on payment of the appropriate fees;
 - 10.7.3. be able to receive such Institute publications and other benefits as determined by the Council;
 - 10.7.4. not be able to use the Institute's name in any way so as to suggest that the Institute approves of any product or service of, or action by, the company or organisation.
 - 10.8. Registered Consultancies shall:
 - 10.8.1. be able to be listed in a publicly available register;
 - 10.8.2. be able to attend all General Meetings as observers;
 - 10.8.3. be able to attend all scientific meetings, on payment of the appropriate fees;
 - 10.8.4. be able to use such titles and designatory symbols as are defined in the Council Regulations;
 - 10.8.5. be able to receive such Institute publications and other benefits as determined by the Council;
 - 10.8.6. not be able to use the Institute's name in any way so as to suggest that the Institute approves of any product or service of, or action by, the Consultancy unless explicitly agreed by the Council.
11. No person or organisation accepted for membership of the Institute shall enjoy the privileges of membership if their arrears have exceeded the limits prescribed within the Council Regulations. The Council reserves the right to make exceptions on an individual basis.
 12. Notices to the membership not determined by a Byelaw shall be distributed to all members by such means as the Council may from time to time determine.

Annual Subscriptions and Fees

13. Further to Byelaw 13, the framework by which Council determines the maximum annual subscription for each grade of membership is:
 - 13.1. The annual subscriptions for Fellows shall be a proportion higher than that for Registered Members. The annual subscriptions for Registered Consultancies and Company Associates shall be higher than that for Fellows. All other grades shall pay proportions equal to or less than that for Registered Members.
 - 13.2. Year on year increases in annual subscriptions shall not exceed either 5% or a publicly quoted index

of annual inflation unless agreed by the Body Corporate in General Meeting. The publicly quoted index of annual inflation shall be either the UK Consumer Prices Index (CPI) or the UK Retail Prices Index (RPI), or such other indices as may replace them, in September of the preceding year.

14. The fees payable to the Institute for applications and accreditations and for any other good reason are as determined by the Council from time to time.

The Conduct of Meetings

15. There shall be an Annual General Meeting in the first six months of the year. Extraordinary General Meetings may be called at any time in accordance with Byelaws 17 and 18. The other meetings of the Institute shall be Scientific Meetings and are open to the public on payment of the appropriate fee.
16. Notice of an Annual General Meeting of the Institute shall be published at least ten weeks before the date of the Meeting. The Agenda for the Meeting shall be made available to members at least three weeks before the date of the Meeting, and shall also be sent to the Auditors. The following business shall be transacted at an Annual General Meeting:
 - 16.1. Election of Institute Officers and Members of the Council as required;
 - 16.2. Election of members to the Professional Affairs Board as required;
 - 16.3. Receiving the Annual Report and the Annual Accounts;
 - 16.4. Any other business specified by the Council.
17. A notice convening an Extraordinary General Meeting shall be in accordance with Byelaw 19 and shall state the purpose for which it is called. No other business shall be transacted at the meeting except on the directions of the Council.
18. The Chairman at any General Meeting of the Institute shall be an elected Member of the Council.
19. At any General Meeting of the Institute a quorum shall be twenty members of the Body Corporate. They may be present in person or by real time electronic means or by proxy, in accordance with General Regulations 26 and 27, but at least twelve shall be present in person.
20. The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than the business which might have been transacted at the meeting from which the adjournment took place. Whenever a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given in the same manner as that for the original meeting. Save as aforesaid, the members shall not be entitled to any notice of an adjournment, or of the business to be transacted at an adjourned meeting.
21. Officers of the Institute who retire at an Annual General Meeting shall remain in office until the close of business of that meeting.
22. No report of the proceedings at any meeting of the Institute shall be taken or published in any form unless the consent of the Council has been previously obtained.

Voting

23. Special Resolutions, Ordinary Resolutions, other motions for General Meetings relating to the governance of the Institute or any other substantive business and elections for Executive Officers and Ordinary Members of the Council shall be by ballot. Each member of the Body Corporate shall have access to a means of voting as determined from time to time by the Council, including supporting information and the agenda for any meeting in accordance with General Regulations 16 or 17 and in accordance with the Byelaws. Voting shall be in accordance with the instructions given within the means of voting agreed by Council.
 - 23.1. For each Special Resolution, Ordinary Resolution or motion relating to governance or other substantive business, members of the Body Corporate shall have one vote and shall be able to vote for or against or may abstain.
 - 23.2. For elections to membership of the Council each member of the Body Corporate shall have as many

votes as there are vacancies to be filled. Voting is not compulsory, and members may use as many votes as they wish from their allocation. Vacancies shall be filled by the candidates receiving the most votes.

24. Elections of Representative Members to the Council shall be by ballot. Each member of the relevant grade of membership shall be notified of the agreed means of voting together with supporting information and the agenda for the Annual General Meeting in accordance with General Regulation 16 and in accordance with the Byelaws. Each member of each grade shall have one vote. Voting is not compulsory.
25. Voting closes at the end of the discussion of that agenda item at the relevant General Meeting. The results of the ballot are then declared and recorded in the minutes of the General Meeting.
26. Voting by members attending by electronic means may be permitted in special circumstances. Such members shall request approval, using the form provided with the ballot papers, from the Chief Executive with a minimum of ten clear days' notice. If approval is granted their signed ballot form shall be sent to the Chief Executive with a minimum of three clear days before the meeting. At the meeting they may participate in discussions and instruct a nominated person present on how to cast their vote(s).
27. Voting by members attending by proxy may be permitted in special circumstances. Such members shall request approval, using the form provided with the ballot papers, from the Chief Executive with a minimum of ten clear days' notice. If approval is granted their signed ballot form shall be sent to the Chief Executive with a minimum of three clear days before the meeting. At the meeting their nominated representative person can, on their behalf, participate in discussions and cast their votes.
28. Polls may be conducted at any General Meeting amongst the members of the Body Corporate attending in person or electronically but not by proxy. The subject of the poll shall be defined by the Chairman of the meeting and shall be proposed and seconded from the members of the Body Corporate present in person or electronically. The Chairman shall decide with the meeting's agreement how the poll is conducted. The decision on any matter being polled shall rest with the majority and in case of an equality of votes the Chairman of the meeting shall have a casting vote in addition to his ordinary vote. The subject and result of the poll and the use of any casting vote shall be recorded in the minutes of the General Meeting.
29. The proceedings of General Meetings with respect to Motions, Resolutions, Amendments, Points of Order and similar matters shall follow the guidelines attached to the Council Regulations.

The Council

30. The composition of the Council is prescribed in Byelaws 25, 26, 30 and 33. Members of the Council, except those elected as Executive Officers, shall be elected to serve on the Council for periods of three years and they may serve for a further period consecutively before standing down for at least one year. The periods of office of the President, the President-Elect and the Immediate Past President may be changed from time to time as the Council may recommend to a General Meeting but no person may serve more than six consecutive years in these roles or more than three consecutive years in any single role. The General Treasurer shall be elected to serve on the Council for a period of three years and may be elected to serve for a further period consecutively before standing down for at least one year.
31. Appointment of Ex-Officio Members of Council
 - 31.1. The Chief Executive's appointment shall adhere to a rigorous selection process following the Council's assessment of the skills and experience required and advertising on the open market for suitable candidates. Candidates will be assessed against the criteria stated in the job profile and person specification.
 - 31.2. The Registrar shall be appointed from among the Body Corporate. The Professional Affairs Board is responsible for identifying a suitable candidate of integrity and experience. If the candidate is willing and able to serve the Institute in this role, the appointment is proposed to Council for ratification.
 - 31.3. The method of appointment of any other Ex-Officio Members of the Council shall be determined by the Council as required.
32. Co-option of Council Members
 - 32.1. When a vacancy on Council arises more than three months before the next Annual General Meeting the Council is responsible for identifying a suitable candidate from the Body Corporate or if

appropriate from the limited voting membership. If the candidate is willing and able to serve the Institute in this role, their co-option is proposed to Council for approval,

33. The roles of the Executive Officers of the Institute are summarised in Appendix C.
34. The manner in which the Council shall conduct its business is further prescribed in the Council Regulations.

Amendments to the General Regulations

v1.1 Following a majority vote at the AGM on 25 April 2017:

General Regulation 13.1 was amended to “The annual subscriptions for Fellows shall be a proportion higher than that for Registered Members. The annual subscriptions for Registered Consultancies and Company Associates shall be higher than that for Fellows. All other grades shall pay proportions **equal to or less than** that for Registered Members.”

General Regulation 13.2 was amended to “Year on year increases in annual subscriptions shall not exceed **either 5% or** a publicly quoted index of annual inflation unless agreed by the Body Corporate in General Meeting. The publicly quoted index of annual inflation shall be either the UK Consumer Prices Index (CPI) or the UK Retail Prices Index (RPI), or such other indices as may replace them, in September of the preceding year.”

v1.2 Following a majority vote at the AGM on 23 April 2018:

Motion 2: Change to General Regulation 12 was amended

from: “The Institute’s official notices to the membership which are not covered in the Byelaws shall be via the Institute’s newsletters distributed to all members or by such other means as the Council may from time to time deem appropriate.”

to: “Notices to the membership not determined by a Byelaw shall be distributed to all members by such means as the Council may from time to time determine.”

Motion 4: Change to General Regulation 23 was amended

from: “Special Resolutions, Ordinary Resolutions, other motions for General Meetings relating to the governance of the Institute or any other substantive business and elections for Executive Officers and Ordinary Members of the Council shall be by ballot. Each member of the Body Corporate shall be sent ballot papers, including ballot forms, and supporting information, including electronic and proxy attendance request forms, together with the agenda for the meeting in accordance with General Regulations 16 or 17 and in accordance with the Byelaws. Ballot forms and, if appropriate, electronic or proxy attendance request forms must be returned to the Institute in accordance with the instructions given in the ballot papers.”

to: “Special Resolutions, Ordinary Resolutions, other motions for General Meetings relating to the governance of the Institute or any other substantive business and elections for Executive Officers and Ordinary Members of the Council shall be by ballot. Each member of the Body Corporate shall have access to a means of voting as determined from time to time by the Council, including supporting information and the agenda for any meeting in accordance with General Regulations 16 or 17 and in accordance with the Byelaws. Voting shall be in accordance with the instructions given within the means of voting agreed by Council.”

Motion 5: Change to General Regulation 24 was amended

from: “Elections of Representative Members to the Council shall be by ballot. Each member of the relevant grade of membership shall be sent a ballot paper and supporting information together with the agenda for the Annual General Meeting in accordance with General Regulation 16 and in accordance with the Byelaws. Each member of each grade shall have one vote. Voting is not compulsory.”

to: “Elections of Representative Members to the Council shall be by ballot. Each member of the relevant grade of membership shall be notified of the agreed means of voting together with supporting information and the agenda for the Annual General Meeting in accordance with General Regulation 16 and in accordance with the Byelaws. Each member of each grade shall have one vote. Voting is not compulsory.”

v1.3 Following a majority vote at the AGM on 28 April 2020:

Regulation 6: Addition of ‘Technical Graduate Member’ to the list of grades, so it becomes: “The grades of membership with limited voting rights are Technical Member, Graduate Member, Technical Graduate Member

and Associate Member.”

Addition of entry requirement for this grade stated as new Regulation 6.4 as follows: “For Technical Graduate Members, these shall be no less than a degree awarded from an Institute Accredited Technical Course.”

Insertion above existing Regulation 10.5, outlining rights and privileges of this grade (mirroring those of Graduate Members) as follows:

“Technical Graduate Members shall be able:

- to attend and participate in all General Meetings;
- to attend all scientific meetings, on payment of the appropriate fees;
- to be eligible for election as a Representative Member of the Council and such Committees as may be appropriate;
- to propose or second eligible members for election as Technical Graduate Member Representatives to the Council and such Committees as may be appropriate;
- to use such titles and designatory letters as are defined in the Council Regulations;
- to receive such Institute publications and other benefits as determined by the Council;
- to take a career break in accordance with the conditions prescribed in the Council Regulations.”

APPENDIX A

The Code of Professional Conduct for all Members of the Institute.

- 1 In pursuit of their profession, members of all grades of the Institute of Ergonomics & Human Factors, shall at all times value integrity, impartiality and respect for evidence, and shall sustain the highest ethical standards.
- 2 Within their obligations under the law, they shall hold the interest, safety and welfare of those in receipt of their services or affected by those services to be paramount at all times. Those carrying out research shall safeguard the interests of participants, and ensure that their work is in keeping with the highest standards of scientific integrity.
- 3 They shall maintain and develop their professional competence, and to recognise and work within its limits, striving always to identify and overcome factors restricting this competence.
- 4 They shall not lay claim, directly or indirectly, to have competence in any area of ergonomics in which they are not competent, nor to have characteristics or capabilities which they do not possess.
- 5 They shall take all reasonable steps to ensure that their qualifications, capabilities or views are not misrepresented by others, and to correct any such misrepresentations of which they become aware.
- 6 If required to provide services outside their personal competence, or if they consider that services of such nature are appropriate, they shall give every reasonable assistance towards obtaining such services from those qualified to provide them.
- 7 They shall refrain from making misleading, exaggerated or unjustified claims for the effectiveness of their methods, and they shall not advertise services in a way likely to encourage unrealistic expectations about the effectiveness and results of those services.
- 8 They shall take all reasonable steps to ensure that those working under their supervision act in concordance with this Code of Professional Conduct.
- 9 They shall take all reasonable steps to preserve the confidentiality of information acquired through their professional practice or research, and to protect the privacy of individuals or organisations about whom information is collected or held. Subject to the requirements of the law they shall prevent the identity of individuals or organisations being revealed without their expressed permission. When working in a team or with collaborators, they should inform recipients of services or participants in research of the extent to which personally identifiable information may be shared between colleagues, and will ensure as far as lies within their powers that those with whom they are working will respect the confidentiality of the information.
- 10 With the exception of recordings of public behaviour, they shall make sound or visual recordings of services or participants in research only with the expressed agreement of the individuals or their representatives both to the recording being made and to the subsequent conditions of access to and use of the recordings.
- 11 They shall conduct themselves in their professional activities in ways which do not damage the interests of the recipients of their services or participants in their research and which do not undermine public confidence in their ability to perform their professional duties.
- 12 Where they have a direct or indirect interest in a product or service, which may or may not be apparent to a recipient of a product or service, they shall ensure that recipients are fully apprised of any such arrangements where they are in any way relevant to the discussions in hand.
- 13 They shall neither solicit nor accept from those receiving their services any significant financial or material benefit beyond that which has been contractually agreed, nor shall they accept any benefits from more than one source for the same work without the consent of all the parties concerned.
- 14 They shall not allow their professional responsibilities or standards of practice to be diminished by considerations of religion, gender, race, age, nationality, class, politics or extraneous factors.
- 15 Where they become aware of professional misconduct by another member that is not resolved by discussion with the member concerned, they shall take steps to bring that misconduct to the attention of the Registrar of the IEHF, doing so without malice.

APPENDIX B

DISCIPLINARY REGULATIONS

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Purpose

1. These Disciplinary Regulations set out the applicable scope, the governing rules, the mechanisms and the procedures to be followed, when a Complaint, Grievance, Dispute or Allegation of Misconduct is raised with the Institute.
2. Without being limited to the following causes, these Disciplinary Regulations shall be invoked in the event of:
 - 2.1 A Complaint being raised against a Member of the Institute in respect of their conduct as an Ergonomist or as a Registered Consultancy.
 - 2.2 A Complaint against the actions of the Institute or anyone acting on its behalf.
 - 2.3 A Member being in dispute with the Institute, or vice versa, including breaches of the Code of Professional Conduct, the rules of the Institute or any other good cause.

Definitions

- 3 In these Disciplinary Regulations, the following definitions shall be used:

Allegation of Misconduct	A Disciplinary Matter where a party (Institute or Cited Member) is accused of Misconduct.
Cited Member	A Member against whom a Disciplinary Matter has been raised.

Code of Conduct	The Code of Professional Conduct of the Institute, as in force at the time of the Disciplinary Matter.
Complainant	The individual and/or organisation raising a Disciplinary Matter by making a Complaint, alleging Misconduct, disputing some matter or otherwise requiring the Institute to consider their case.
Complaint	An expression of dissatisfaction that has been made to the Institute and where a response or resolution is explicitly or implicitly expected.
Complaints Panel	The duly constituted body that is charged with fact-finding to determine how a Complaint should be addressed subsequently.
Disciplinary Appeals Panel	The duly constituted independent body convened to hear an appeal against the judgement of an Internal Disciplinary Committee or an Independent Disciplinary Board.
Disciplinary Complaint	A Complaint where there is an Allegation of Misconduct or the possibility of Misconduct has been identified.
Disciplinary Information	All information associated with a Disciplinary Matter.
Disciplinary Matter	An issue or other matter covered by the Disciplinary Regulations. May include but is not limited to: allegations, appeals, Complaints, Disputes, Grievances, petitions.
Disciplinary Penalty	Those specific sanctions and penalties that shall from time to time be defined in the Disciplinary Regulations and that result in a loss of Good Standing.
Disciplinary Procedures	Procedures defined under the Disciplinary Regulations to address Disciplinary Matters and aimed primarily at investigation, determination and action on Allegations of Misconduct; while directing other matters appropriately.
Dispute	An unresolved Complaint or other Disciplinary Matter where two or more parties have a problem and cannot come to an agreement over how the matter shall be resolved.
External Matter	A Disciplinary Matter that affects, or has the capability to affect, a member of the public.
Good Standing	As defined in Byelaw 2.15. ie 'Up to date with all professional development requirements, fees and subscriptions, and not currently subject to a Disciplinary Penalty.'
Grievance	A Disciplinary Matter where the Complainant, or someone they represent, has a problem, has expressed dissatisfaction and expects a response or resolution but either no particular person or organisation has been identified as responsible or it is not a case of Misconduct.
Independent Disciplinary Board	The duly constituted independent body convened to hear either an External Matter or, at the request of the Complainant or the Cited Member, an Internal Matter.
Internal Disciplinary Committee	The duly constituted body convened to hear an Internal Matter.
Internal Matter	A Disciplinary Matter that does not affect, nor has the capability to affect, a member of the public.
Member	Any member of the Institute, regardless of class or grade, see Byelaw 4.
Misconduct	Actions and behaviour that are in contravention of the Charter, Byelaws or Regulations (including the Code of Conduct) of the IEHF, or which are considered to bring the Institute or the profession into disrepute.
Misconduct Appeal	A hearing by a Disciplinary Appeals Panel to consider the appeal by a Cited Member against the findings of a Misconduct Hearing.

Misconduct Hearing	A hearing into an Allegation of Misconduct held by either an Internal Disciplinary Committee or by an Independent Disciplinary Board.
Nominated Member	The Chartered Ergonomist and Human Factors Specialist who is nominated by the Registered Consultancy as the main contact point from its permanent staff.
Professional Affairs Board (PAB)	The body prescribed by Council Regulations and delegated with overseeing the Institute's Professional Affairs, including the execution of these Disciplinary Regulations.
Rules	The Charter, Byelaws and Regulations of the IEHF in effect at the time of the Disciplinary Matter.

Scope**Inclusions**

- 4 The Institute, its Members and Registered Consultancies shall be bound by the rules and procedures set out in these Disciplinary Regulations.

Exclusions

- 5 These regulations shall not be used for resolving disputes between the Institute and its employees.

Limitations

- 6 The Disciplinary Regulations are governed by English Law.
- 7 If legal proceedings are being pursued by the Complainant, the Cited Member or the Institute in respect of the matter to which the Complaint refers, or if such proceedings commence at any stage before a conclusion is reached under these Disciplinary Regulations, then all actions under these Disciplinary Regulations will be suspended until such legal proceedings are concluded.
- 8 In accordance with Byelaw 2.12, any period of time expressed by these Disciplinary Regulations shall be understood to be 'clear days' where the number of days given excludes:
- 1) the day on which the period begins;
 - 2) if the end of the period is defined by reference to an event, the day on which that event occurs.

Eligibility to Act in a Disciplinary Matter

- 9 In the event of a Complaint or other Disciplinary Matter involving the Registrar or if there is any other conflict of interest, the Registrar shall notify in writing the Chair of Professional Affairs Board (PAB) and excuse himself from handling the matter.
- 10 In the event of the Registrar's inability to handle a Complaint or other Disciplinary Matter, a replacement Registrar shall be appointed to handle the matter until it is resolved or closed.
- 11 Any replacement Registrar shall be:
- 1) appointed by the Chair of Professional Affairs Board (PAB),
 - 2) confirmed by the President.

Involved Parties

- 12 During the Disciplinary Procedures, the involved parties are:
- 1) Complainant,
 - 2) Cited Member,
 - 3) The Institute.

Complainant

- 13 The Complainant does not need to be directly or personally affected by the Disciplinary Matter.
- 14 Where the Institute raises a Disciplinary Matter against one of its Members or a Registered Consultancy, the Complainant shall be a named Officer of the Institute.

Cited Member

- 15 Notwithstanding Byelaw 65, if the Cited Member in a Disciplinary Matter is a Registered Consultancy, the Nominated Member for that consultancy (as at the time cited) shall be held responsible and liable for the

technical quality of the ergonomics services unless those services were undertaken by, or signed off by, a named Chartered Ergonomist and Human Factors Specialist other than the Nominated Member.

Disciplinary Bodies

Complaints Panel

- 16 The Complaints Panel shall be appointed by the Chair of the Professional Affairs Board (PAB) on behalf of Council.
- 17 The three person Complaints Panel shall consist of either the President of the Institute or the Chair of the Professional Affairs Board (PAB), who shall chair the panel, and two Fellows of the Institute who are in Good Standing and are not members of the Council or the PAB.

Internal Disciplinary Committee

- 18 The Internal Disciplinary Committee shall be appointed by the Council.
- 19 The three person Internal Disciplinary Committee shall consist of either the President or the immediate Past President, who shall chair the committee, and two Fellows of the Institute who are in Good Standing and are not members of Council and have not been members of the Complaints Panel that undertook the initial fact-finding.
- 20 A member of staff of the Institute may be appointed to act as clerk to the Internal Disciplinary Committee to record the committee's findings and determinations but shall not be involved in any judgement of the committee.

Independent Disciplinary Board

- 21 The Independent Disciplinary Board shall be appointed by the Council.
- 22 The three person Independent Disciplinary Board shall consist of a solicitor or barrister of at least ten years standing, who shall chair the board, and two independent persons who are not members of or employed by the Institute.
- 23 A member of staff of the Institute may be appointed to act as clerk to the Independent Disciplinary Board to record the board's findings and determinations but shall not be involved in any judgement of the board.
- 24 The Independent Disciplinary Board may ask Council to appoint a Fellow in Good Standing to advise on scientific and technical matters. The appointed Fellow shall not be involved in any judgement of the board.

Disciplinary Appeals Panel

- 25 The Disciplinary Appeals Panel shall be appointed by the Chartered Institute of Arbitrators.
- 26 The three person Disciplinary Appeals Panel shall consist of a solicitor or barrister of at least ten years standing, who shall chair the panel, and two other persons who are not members of or employed by the Institute.
- 27 The Disciplinary Appeals Panel may ask Council to appoint a Fellow in Good Standing to advise on scientific and technical matters. The appointed Fellow shall not be involved in any judgement of the panel.

Disciplinary Causes

Misconduct

- 28 In accordance with Byelaw 16.2, the following causes constitute Misconduct:
 - 28.1 If a member shall fail to perform or comply with any obligation binding upon him by reason of his membership viz; the Charter, the Byelaws, or the Code of Professional Conduct of the Institute from time to time;
 - 28.2 If a member is found guilty of any criminal offence which prejudices his ability to comply with the Byelaws or the Code of Professional Conduct of the Institute from time to time;
 - 28.3 If a member shall do or fail to do any matter or thing which shall or may bring the Institute into disrepute or be prejudicial to the interests of the Institute.

Powers, Sanctions and Penalties

- 29 The same powers, sanctions and penalties shall be available to:
 - 1) The Internal Disciplinary Committee,
 - 2) The Independent Disciplinary Board,
 - 3) The Disciplinary Appeals Panel.

Disciplinary Penalty

- 30 In accordance with Byelaw 16.2, Disciplinary Penalties shall include:
- 1) Censure,
 - 2) Suspension,
 - 3) Expulsion.
- 31 The Disciplinary Penalties shall also include:
- 1) Enforced Conditions.
- 32 The Disciplinary Penalties shall not include financial penalties (fines), although costs may be awarded against a party to a Complaint.
- 33 Censure shall include:
- 1) Reprimand - the Cited Member shall be publically reprimanded;
 - 2) Severe Reprimand - the Cited Member shall be publically severely reprimanded.
- 34 Suspension shall include:
- 1) Suspension from Office - the Cited Member shall be suspended from any office within the Institute for a period of no more than two years;
 - 2) Suspension from the Institute - the Cited Member shall be suspended from the Institute for a period of no more than two years.
- 35 Expulsion - the Cited Member shall be expelled from the Institute. They shall not be permitted to resign their membership. They shall not be liable for any outstanding fees. They shall be liable for any Costs.
- 36 Enforced Conditions - the Cited Member shall have conditions imposed on their membership for a period of no more than two years. Breach of those conditions will itself constitute grounds for further disciplinary action.

Costs

- 37 None, all or a proportion of the costs of a hearing may be awarded against either or both parties (ie the Cited Member and/or the Complainant).

DISCIPLINARY PROCEDURES

- 38 The procedures set out in these Disciplinary Regulations shall be followed in the event of a Complaint or other Disciplinary Matter being raised.
- 39 The procedures set out in these Disciplinary Regulations shall cover how a Complaint or other Disciplinary Matter is raised, the manner in which it is dealt with and how it shall be resolved.

Pre-conditions

Registered Consultancies

- 40 A Complaint about a Registered Consultancy shall, in the first instance, be addressed to the Nominated Member of the consultancy in question.
- 41 Should it prove impossible to resolve a dispute directly with a Registered Consultancy, the Complainant should contact the IEHF office, where their Complaint will be forwarded directly for the attention of the Registrar of the IEHF.

Initial Actions

Triage: Complaints, Disciplinary Complaints and other Disciplinary Matters

- 42 Complaints of any form and other Disciplinary Matters shall be addressed to the Registrar as the first step in the Disciplinary Procedure.
- 43 On receipt of a written Complaint or other Disciplinary Matter from an identifiable source, the Registrar shall inform the Chief Executive of the existence, but not the substance, of the matter.
- 44 At his discretion, the Registrar may attempt to resolve a Disciplinary Complaint informally before invoking the remaining formal Disciplinary Procedure.
- 45 Should it not be possible to resolve a Disciplinary Complaint informally, the Registrar shall:
- 1) inform in writing the Chief Executive and two officers of the Institute of the substance of the Complaint;

- 2) inform in writing all involved parties (e.g. Complainant, any Cited Members) of the substance of the Complaint;
- 3) ensure that the Complainant and any other involved parties are aware what the Disciplinary Procedure entails.

Fact-finding

- 46 Once a Complaint enters the formal Disciplinary Procedure, a Complaints Panel shall be appointed within 15 days.
- 47 The Complaints Panel shall seek information from the involved parties, including the Complainant and any Cited Member.
- 48 The Complaints Panel shall undertake an independent fact-finding investigation in order to determine whether there is a case to be made.

Outcomes from Fact-finding

- 49 Having made its findings and determinations, the Complaints Panel will have decided on one of the following outcomes.
 - 49.1 There is a prima facie case of Misconduct AND it is an External Matter. The Registrar shall:
 - a) immediately refer the case for consideration at a Misconduct Hearing by an Independent Disciplinary Board;
 - b) inform in writing all involved parties the path to be taken and the reason.
 - 49.2 There is a prima facie case of Misconduct AND it is an Internal Matter. The Registrar shall:
 - a) immediately refer the case for consideration at a Misconduct Hearing by an Internal Disciplinary Committee;
 - b) inform in writing all involved parties the path to be taken and the reason;
 - c) inform in writing the Complainant and the Cited Member that they may request referral to an Independent Disciplinary Board.
 - 49.3 There is a prima facie case of Misconduct AND the Institute, or someone acting on its behalf, is the cited party. The Registrar shall:
 - a) immediately refer the case for consideration at a Misconduct Hearing by an Independent Disciplinary Board;
 - b) inform in writing all involved parties, including Council, the path to be taken and the reason.
 - 49.4 There is not sufficient substance to warrant further action and the case is considered closed. The Registrar shall:
 - a) inform in writing all involved parties that the case is closed and the reason;
 - b) provide any written advice or guidance from the Complaints Panel to any of the involved parties;
 - c) inform in writing the Complainant that they have the right to require referral to an Independent Disciplinary Board.

Consequences from Fact-finding

- 50 When an Allegation of Misconduct has been referred to an Internal Disciplinary Committee, the Complainant or the Cited Member may request instead an 'Independent Disciplinary Board' to hear the matter.
- 51 Whichever body ('Independent Disciplinary Board' or 'Internal Disciplinary Committee') is appointed to hear an Allegation of Misconduct, its findings and determinations shall be binding on the Complainant and the Cited Member.
- 52 In those Disciplinary Matters where an Allegation of Misconduct is determined by the Complaints Panel and referred on by the Registrar, the Cited Member shall not be permitted to resign from the Institute until the full disciplinary procedure is complete. If the disciplinary procedure continues into a new subscription year, the annual subscription of the Cited Member shall not be payable until the conclusion of the disciplinary procedure and the final decision.
- 53 In those Disciplinary Matters where an Allegation of Misconduct is determined by the Complaints Panel and referred on by the Registrar, the Registrar shall remain the official channel for communication between the Independent Disciplinary Board, the Internal Disciplinary Committee, the Disciplinary Appeals Panel or the Institute and the Complainant or the Cited Member(s), until the matter is closed.

Misconduct Hearings**Misconduct Considered by an Internal Disciplinary Committee**

54 The Internal Disciplinary Committee shall hold a hearing to consider the Disciplinary Matter within 42 days of the matter being referred to them.

Common Procedure for Misconduct Hearings

55 Not less than 21 days written notice shall be given of the date of the Misconduct Hearing to the Cited Member and the Complainant.

56 The Cited Member shall be given in writing full details of the allegations to be answered not less than 21 days before the date of the Misconduct Hearing.

57 At the Misconduct Hearing, the Cited Member shall be given a full and fair opportunity of being heard, of calling witnesses and of cross-examining any other witnesses. The Cited Member may speak for him/herself or may be represented by a solicitor or barrister or by any other person of his/her choosing.

58 The Complainant shall be invited to attend the Misconduct Hearing. The Complainant may present their case, may call witnesses and may be called as a witness, but shall not have the opportunity to cross-examine witnesses. The Complainant may be represented. Their representative may present their case on their behalf.

59 If Misconduct is found proven or if requested by the Cited Member, the disciplinary body shall determine which Disciplinary Information from the Misconduct Hearing is to be published as part of the Disciplinary Procedures.

60 The Chair of the Misconduct Hearing shall notify in writing the Registrar of the findings and determinations of the hearing.

61 The Registrar shall inform in writing Council and all involved parties of the findings and determinations of the Misconduct Hearing.

62 Unless an appeal has been lodged, the required Disciplinary Information from the Misconduct Hearing shall be published as part of the Disciplinary Procedures.

63 The findings and determinations of the Misconduct Hearing shall be binding on Council.

Misconduct Appeals

64 If Misconduct is found proven, the Cited Member has the right of appeal. There are limits on the grounds for appeal and the time to lodge the appeal.

Procedure for Misconduct Appeal

65 The findings of the Misconduct Hearing may be appealed on the grounds that:

- 1) further information has become available which would have been likely to have led to a different decision had it been available to the hearing; and/or
- 2) the hearing did not conduct its procedures in a proper manner; and/or
- 3) the penalty was unduly harsh.

66 An appeal on the grounds of improper process or excessive penalty shall be lodged within 28 days of the conclusion of the Misconduct Hearing.

67 An appeal on the grounds of fresh information shall be lodged within three calendar months of the conclusion of the Misconduct Hearing.

68 The Misconduct Appeal shall be heard by a Disciplinary Appeals Panel.

69 If the grounds of the Misconduct Appeal are that the imposed penalty was unduly harsh, the Disciplinary Appeals Panel may, as it sees fit, remit the penalty, reduce it or increase the penalty, or remit the penalty and impose a different penalty.

70 The disciplinary body shall determine which Disciplinary Information from the Misconduct Appeal is to be published as part of the Disciplinary Procedures.

71 The findings and determinations of the Misconduct Appeal shall be binding on all parties.

APPENDIX C

Roles of the Executive Officers of the Institute

The President

The President is normally elected for one year. This is normally preceded by one year as President-Elect and followed by one year as Immediate Past President.

The main duties are as follows:

- To chair the Council's meetings
- To participate in the Institute's Executive
- To be the formal point of contact for International and National ergonomics bodies
- To be the formal point of contact for other Cognate organisations
- To chair General Meetings of the Institute
- To preside over the Institute's Scientific Meetings
- To preside over the Institute's awards ceremonies
- To be the public face of the Institute

The President-Elect

The main duties are as follows:

- To deputise for The President
- To participate in the Institute's Executive

The Immediate Past President

The main duties are as follows:

- To chair the Honours Committee
- To deputise for The President
- To participate in the Institute's Executive

General Treasurer

The main duties are as follows:

- To direct and manage the Institute's financial affairs, including the External Audit
- To prepare and direct the Institute's Annual Budget consistent with the Business Plan
- To participate in the Institute's Executive
- To present the Institute's Accounts to the membership
- To chair the Finance Committee