

Chartered Institute of Ergonomics and Human Factors

COUNCIL REGULATIONS

The Chartered Institute, hereinafter called the Institute, is established to fulfil the objectives defined in the Charter and in accordance with the Byelaws. The rules and operating procedures are defined in the General Regulations and their Appendices (Code of Conduct, Disciplinary Regulations and Roles of the Executive Officers of the Institute) and these Council Regulations and their Appendices.

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

Membership

Titles and Post-Nominals

2. The criteria and procedures for accrediting applicants to the Institute's grades of membership are prescribed in the Rules of the Professional Affairs Board ('PAB')
3. Members of the Body Corporate so accredited may use the following titles and post-nominals. Honorary Fellows, Fellows and Registered Members who had the right to use previous titles and post-nominals will be encouraged to change to these titles and post-nominals:
 - Registered Members may use the title 'Registered Member of the Chartered Institute of Ergonomics and Human Factors' and the designatory letters 'MCIEHF' after their name.
 - Fellows may use the title 'Fellow of the Chartered Institute of Ergonomics and Human Factors' and the designatory letters 'FCIEHF' after their name.
 - Honorary Fellows may use the title 'Honorary Fellow of the Chartered Institute of Ergonomics and Human Factors' and the designatory letters 'Hon.FCIEHF' after their name.
 - Members of the Body Corporate entitled also to use the title Chartered Ergonomist and Human Factors Specialist and the post-nominal C.ErgHF, may combine the titles or post nominals in any sequence.
 - There is no change to the titles Registered Member (or Fellow) of the Chartered Institute of Ergonomics and Human Factors or the post-nominals MCIEHF and FCIEHF for those Registered Members (or Fellows) who have been granted Retired status.
4. Members of three other grades so accredited may use the following titles and post-nominals. Technical Members, Graduate Members and Registered Consultancies who had the right to use the Institute's previous titles and post-nominals should endeavour to change to these titles and post-nominals:
 - Technical Members may use the title 'Technical Member of the Chartered Institute of Ergonomics and Human Factors' and the designatory letters 'Tech.CIEHF' after their name.
 - Graduate Members may use the title 'Graduate Member of the Chartered Institute of Ergonomics and Human Factors' and the designatory letters 'Grad.CIEHF' after their name.
 - There is no change to the titles Technical Member (or Graduate Member) of the Chartered Institute of Ergonomics and Human Factors or the post-nominals Tech.CIEHF and Grad.CIEHF for those Technical Members (or Graduate Members) who have been granted Retired status.
 - CIEHF Registered Consultancies may use the title 'Chartered Institute of Ergonomics and Human Factors Registered Consultancy' and the appropriate CIEHF logo.

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Student Membership

5. In the year of completion of study a Student member will be upgraded to a Graduate or Associate Member at next renewal subject to successful graduation being verified by the Membership Manager.

Retired Status

6. Fellows, Registered Members, Technical Members and Graduate Members with a period of membership of at least ten years may apply for Retired Status. Retired Status may be granted by the Membership Manager. Fellows and Registered Members with Chartered Status shall lose their Chartered Status on being granted Retired Status. In all other ways members with Retired Status shall retain the same rights, responsibilities and privileges as they had before they were granted Retired Status, and shall:
 - pay a reduced subscription rate
 - be exempted from the requirement to submit regular CPD returns (Byelaw 8),
 - remain on the membership list, being identified as Retired.
7. The requirements and process for reinstatement to full membership status following a period of Retired Status are prescribed in the PAB Rules.

Career Breaks

8. The requirements and process for reinstatement following a Career Break are prescribed in the PAB Rules.

Subscriptions and Fees

9. Council shall review, endorse or amend membership subscriptions or fees proposed by the Chief Executive in collaboration with the Treasurer in accordance with Byelaw 13 and General Regulation 13, for all grades. The new subscription rates shall be listed on the Institute website and published to the members in accordance with Byelaws 66 – 72 at least one calendar month before the new rates become due.
10. The membership subscription shall become payable on the expiry of the existing subscription.
11. Members with Chartered Status who have not paid their subscription within three months of the due date shall be deemed as not in good standing and their names will be withdrawn from the Public Register of Chartered Ergonomists and Human Factors Specialists.
12. Members who have not paid their subscription within three months of the due date shall be deemed to have lapsed their membership, at which point membership benefits may be withdrawn.
13. The requirements and process for the reinstatement of lapsed membership for Fellows, Registered Members, Technical Members, Graduate Members and Registered Consultancy Members are prescribed in the PAB Rules.
14. The reinstatement of all other members will be complete on payment of the relevant subscription.

Continuous Professional Development (CPD) Frequency and Quality

15. Byelaws 8 and 9 require members of the Body Corporate and others to regularly submit a CPD record. Such CPD records shall be submitted to the Institute annually, via the Institute's web site.
16. To be assessed as acceptable to the Institute, the CPD records that members are required to submit shall be:
 - appropriate to the member's grade, and
 - reflect a substantial level of activity appropriate to that grade to standards prescribed in the PAB Rules.
17. Members of the Body Corporate with Chartered status who fail to submit an acceptable CPD within two calendar years will no longer be eligible for Chartered Status and will be withdrawn from the Public Register of Chartered Ergonomists and Human Factors Specialists. They will retain all other rights, responsibilities and privileges associated with their membership grade. The requirements and process to regain Chartered status are prescribed in the PAB Rules.

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Membership Groups

18. Byelaw 63 allows the formation of Membership Groups. Membership groups shall be of such type as Council may from time to time define.
19. Regional Membership Groups shall relate to a defined geographic region either of the United Kingdom or the wider world and shall be open to members and non-members.
20. Sector Groups and Special Interest Groups shall be specific to a defined topic of ergonomics knowledge or practice and shall be open to members and non-members with an interest in the topic.
21. A proposal to form a Membership Group can be put to Council by any group of members who individually have the right to make such a proposal. The proposal shall put forward evidence that:
 - the intended activities of the Group are aligned with the Charter, and
 - opportunities exist for the type of activities envisaged by the Group.
22. If the proposal is approved by Council any Group so formed shall follow whatever instructions Council shall give.
23. If the Council requires any Membership Group to have rules, it shall be the duty of the newly formed Group to prepare the rules for the Group. All such rules shall be subject to the Charter, Byelaws and Regulations of the Institute and be approved by the Council.
24. A membership group may be disbanded by the Council at any time for whatever cause it deems appropriate.

The Council

Election to Membership of Council

25. Forthcoming vacancies on Council shall be identified and calls for nomination made at least ten weeks before the Annual General Meeting at which new members shall be elected. These shall be published according to Byelaws 66-72 and nomination papers made available.
26. Nominees for Council membership shall be proposed and seconded by members of the Body Corporate. Nominees for Grade representatives to the Council shall be proposed and seconded by members of that grade. Duly completed and signed nomination forms must be received at the Institute Office to permit notification to the membership at least thirty five clear days before the AGM.
 - Nominees can initiate their own nomination process, but may not propose or second themselves.
 - Nominees must sign the declaration included on the nomination papers to confirm their fitness to serve as a Trustee of the Institute.
27. In the event of a new grade of membership being created (or an existing grade of membership) within the class of membership with limited voting rights, Council may suspend the election of a representative member from that grade of membership until the number of members in the grade exceeds twenty five members.
28. The Appointed Officers of the Institute are appointed from the members of the Body Corporate elected as Trustees, but not as Executive Officers. They are the Chairs of the Professional Affairs Board, the Events Committee, and the Membership Committee, and such other committees as Council may from time to time create.
29. Once elected all members of the Council shall sign the Institute's Non-Disclosure Agreement (NDA) for Volunteers.

Meetings of the Council

30. The calling notice for a Council meeting shall be distributed to Council members and published to the full membership not less than four weeks before the date of the meeting. The agenda and other documents shall be made available to all members not less than seven days before the meeting. The draft minutes of Council

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meeting shall be distributed to Council members at least four weeks before the date of the following meeting.

31. Any member of the Institute may bring an item to the attention of Council via the Chief Executive or via any member of Council.
32. The Executive Committee shall be responsible for setting the agenda of any Council meeting.
33. Council shall review and approve the Institute's accounts at least once per calendar year and shall endorse the Institute's expenditure budget proposed by the Chief Executive in collaboration with the Treasurer. The Council shall endorse a Reserves Policy for the management of the Institute's financial reserves.
34. The Agenda for an Annual General Meeting should include Presentation of the Annual Report, Approval of the Institute's Accounts and the election of Trustees and PAB members.
35. A quorum at a Council meeting shall be eight Trustees of whom at least one must be an Executive Officer.
36. The draft minutes of the previous Council meeting shall be corrected if necessary before they are approved and signed by the Chair of the meeting. Any confidential items shall be identified and redacted before the minutes are published in accordance with Byelaw 46.
37. Details of the delegation of authority for financial decision making can be found in the appendix [to be added].

Committees

38. The Council has two types of Committee:
 - Standing Committees, which are prescribed in the Institute's Governance documents, and
 - Others, which are prescribed by Council Regulations to undertake specific work.

Standing Committees

39. The three standing committees of the Council are: the Executive, the Professional Affairs Board and the Honours Committee.
40. The Executive consists of:
 - the four Executive Officers (Byelaw 31), and
 - Chief Executive (Byelaw 53).
41. The Executive's remit is:
 - To set the agenda for Council meetings
 - To suggest work to be completed by the office or by Council members for consideration by the Executive
 - To review papers for the consideration of Council
42. The Executive shall meet at such frequency as its work requires but not less than four times a year in advance of the Council meetings.
43. The Professional Affairs Board (PAB) consists of:
 - Chair of PAB.
 - Registrar.
 - twelve Members of the Body Corporate in good standing with the Institute elected by the Body Corporate, at least three of whom shall be Fellows and at least three of whom shall be Registered Members.
 - any member of the Body Corporate in good standing with the institute co-opted to serve until the next AGM.
 - the President and Treasurer as ex-officio non-voting members.
44. The term of office of the Chair of PAB is dependent on their membership of the Council. The elected member shall be elected for a three year term but no member shall serve for more than two terms consecutively before standing down for at least one year.
45. The term of office of the Chair of PAB may be ended at any time by the Council.

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46. The term of office of any elected PAB member may be suspended or ended if any of the following events occurs:
- They shall resign their office in writing to the Office,
 - They shall cease to be a member of the Body Corporate in good standing,
 - They refuse to sign the Institute's Non-Disclosure Agreement,
 - They are the cited member in a Disciplinary Matter,
 - They miss three consecutive meetings without reasonable cause.
47. The PAB's functions are prescribed in the PAB Rules.
48. The PAB shall meet at such frequency as its work requires but not less than four times a year.
49. The forthcoming vacancies on the PAB shall be identified and calls for nominations made at least ten weeks before the Annual General Meeting (AGM) at which the new members shall be elected. These shall be published according to Byelaws 66-72 and must be received at the Institute Office to permit notification to the membership at least thirty five days before the AGM and the nomination papers made available from the web site.
50. Nominees for PAB membership shall be proposed and seconded by members of the Body Corporate.
- 50..1. Nominees can initiate their own nomination process, but may not propose or second themselves.
- 50..2. Nominees must sign the declaration included on the nomination papers to confirm their fitness to serve as a member of the Board.
51. In the event of there being too few nominations to fill forthcoming vacancies on the Board it shall be the option of the Board to propose for election, names of suitable candidates from the Body Corporate to fill these vacancies.
52. Once elected all members of PAB shall sign the Institute's Non-Disclosure Agreement (NDA) for Volunteers.
53. The Honours Committee consists of:
- the Past President as Chair
 - members as determined by the Chair
54. The term of office of the Chair is dependent on their term as Past President. The term of office of all other Committee Members shall be three years but may be extended by agreement of the Council.
55. The term of office of the Chair or any other member may be ended at any time by the Council.
56. The primary function of the Honours Committee is to recognise individuals and groups who have contributed to the advancement of ergonomics and human factors, exceptional volunteering, contributions to the discipline and the noteworthy application of ergonomics/human factors in the UK and the awards of distinction each year.
57. The secondary functions of the Honours Committee include the nomination of an invitee to give the Institute Lecture and to administer awards of Honorary Fellowship.
- The Committee shall meet as considered necessary, in order to expedite the process necessary to present the awards at the annual Ergonomics & Human Factors conference.

Other Committees

58. The Other Committees of the Council are: the Events Committee, the Membership Committee and the Annual Conference Programme Committee and any other committees as deemed necessary by Council.
- The Events Committee consists of a Chair, and
 - Others to be appointed by the Chair of the committee
59. The term of office of the Chair is dependent on their continuing membership of the Council.
60. The term of office of the Chair may be ended at any time by the Council.

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61. The primary function of the Events Committee is to ensure that national events that are organised and run by the Institute are of high quality, provide value and benefit to attendees and the Institute and contribute to continuing professional development.
62. The secondary functions of the Events Committee are:
- to assess the feasibility of annual events run by the Institute
 - to assess ad-hoc events suggested by members
 - to contribute to the planning, format, programme and delivery of each event
 - to support programme committees formed for specific events
 - to work with the CE and COO to formulate and support that part of the Delivery Plan relating to events and the Marketing and Events Manager.
 - To submit budgets for events to the Executive for approval

The Events Committee is supported by the COO and the Events Manager.

63. The Membership Committee consists of:
- The Chair of the Membership Committee
 - Up to eight others to be appointed by the Council and to be representative of all grades of membership of the Institute.
64. The primary function of the Membership Committee is to ensure that membership of the Institute remains attractive, valuable and career-enhancing.
65. The secondary functions of the Membership Committee are:
- to formulate and investigate the feasibility of initiatives for gaining new members
 - to formulate and investigate the feasibility of initiatives for the retention of existing members
 - to work with PAB and the Membership Manager to ease and streamline application processes
 - to review and suggest improvements to the membership benefits package
 - to work with the CE and COO to formulate and drive the Delivery Plan relating to membership matters.

The Membership Committee is supported by the COO and the Membership Manager.

66. The Annual Conference Programme (ACPC) Committee consists of:
- The Chair of the ACPC who shall be selected by the Events Committee, and shall be approved by Council.
 - Other members as necessary and selected by the Chair.
67. The term of office of the Chair shall be three years but may be extended by agreement of the Council.
68. The primary function of the ACPC is to be responsible for reviewing and selecting content, papers and proposing workshops for the Annual Conference and for the selection of an annual 'best paper' award.
69. The ACPC is supported by the COO and the Marketing & Events Manager.

Institute's Memberships of other Organisations

70. The Executive shall maintain membership of and appoint Institute representatives to National and International organisations as from time to time Council may specify.

Expenses

71. Charter clause 4.19 and Byelaw 64 authorises the Institute to pay its Trustees, Committee Members and others on legitimate Institute business necessary expenses and other costs. The rules, constraints and procedures for claiming expenses are prescribed within the Institute's Expense Policy.

Authorised Titles

72. The Council authorises use of the following descriptors in recognition of PAB accredited Qualifying Courses, Short Courses and Professional Development Schemes.

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- An Educational Establishment which the PAB has elected as providing a Qualifying Graduate Course may use the CIEHF accredited course logo and the text "This is a CIEHF-Qualifying Course"
- Any Organisation which the PAB has elected as providing an Accredited Ergonomics/Human Factors Course may use the CIEHF accredited course logo and the text "This is a CIEHF-Accredited Course"

FINAL version, as agreed at Council meeting 12 May 2016.