

Regulations

THE REGULATIONS OF THE INSTITUTE

Note: There are two kinds of Regulations: General Regulations, which require the approval of the members in General Meeting before they can be made, amended or deleted, and Council Regulations, which require the approval of Council before they can be made, amended or deleted. For ease of reference Council Regulations are shown in *italics*.

MEMBERSHIP

1. *Candidates for membership shall apply on a form of application which shall be supplied by the Secretary. This form, when completed and signed by the candidate, shall be countersigned by two Corporate Members acting as sponsors and forwarded to the Secretary. The sponsoring members must satisfy themselves as to the accuracy of the statements contained in the application, normally from personal knowledge of the applicant.*

On being satisfied that the application is apparently in order, the Secretary shall acknowledge receipt of it to the candidate and bring it before the Chairman of the Professional Standards Committee who shall either accept the application or hold it over until the next meeting of the Committee. The Committee, on the matter being thus brought before it, shall accept or reject the application, or may request further information, in which case they may hold it over to a later meeting. A rejected applicant shall have the right of appeal to the Council. A person whose application for membership is refused shall be given a statement in writing of the reason or reasons for the rejection.

(Council) Bylaws 18 and 21

PROFESSIONAL MEMBERS

2. Professional Members shall fulfil the following requirements:
 - (a) have achieved Associate membership of the Institute as defined in Council Regulations; and
 - (b) have been engaged full-time in a managerial, supervisory or scientific capacity for not less than two years in the United Kingdom (or elsewhere if considered by the Council to be appropriate) in the practice of forestry, arboriculture, or other closely related discipline, or in a branch of science having a direct bearing on forestry or arboriculture or closely related discipline; and
 - (c) have passed the Institute's Professional Examination.or
 - (d) have satisfied the Examinations Board through the Assessed Professional Competence route.

The Professional Standards Committee shall have the power to investigate and decide on behalf of the Council whether the professional practice cited should be accepted or rejected.

(General) Bylaw 9

3. *The approved qualifications referred to in Bylaw 13(a) shall be those approved by the Council from time-to-time.*

(Council) Bylaw 13

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4. *The approved Institutions referred to in Bylaw 13(b) shall be those approved by the Council from time-to-time.*

(Council) Bylaw 13

ASSOCIATES

- 5.
- (a) *New entrants to Associate Membership shall be expected to achieve the requisite number of points to enter the Institute's professional examination. The criteria for Associate points shall be determined by the Council and shall include a degree or degree-level qualification and professional experience. The full criteria for Associate Membership and the list of approved qualifications shall be published by the Council from time-to-time.*
 - (b) *Associates who, after 15 years from the date of joining the Institute as Associates, have not qualified for Professional Membership shall not be entitled to retain their Associate membership.*
 - (c) *Associates who fail to qualify for Professional Membership after fifteen years from the date of becoming Associates shall be transferred to Affiliate membership or shall resign. Such person shall not be eligible for re-admission as Associate members.*

(Council) Bylaw 13

STUDENTS

6. *Persons admitted to membership as Students, in accordance with Bylaw 14 shall cease to qualify as Students on 31 December of a year in which they ceased to be enrolled in the approved course. Alternatively persons admitted to membership as Students may, on graduation and award of a qualification referred to in Council Regulation 3, request admission to Associate membership at a date earlier than 31 December. Members accepted for such transfer shall pay a subscription for the part year equal to half the difference between the current Student's subscription and the Associate's subscription.*

It is the intention of the Council that junior students at the approved institutions referred to in Regulation 4 should normally join the Institute as Students and that entry as Associates by those studying at the approved institutions should be limited to those nearing completion of their course.

(Council) Bylaw 14

FELLOWS

7. *Applicants for Fellowship will have held Professional Membership for a minimum of five years and have at least ten years' professional experience (Bylaw 8). They shall have demonstrated significant professional experience and have made a substantial contribution to the profession.*

Every candidate for admission into the grade of Fellow shall:

- (a) *have been a Professional Member for a minimum of five years and have a minimum of ten years' professional experience (Bylaw 8);*
- (b) *have demonstrated significant professional experience;*
- (c) *have made a substantial contribution to the profession;*
- (d) *be sponsored by two Fellows who shall have known the candidate for a minimum of two years;*
- (e) *deliver to the Secretary a completed application form including a curriculum vitae of the applicant's professional experience and such evidence of Continuing Professional Development as shall from time to time be prescribed by the Council.*

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As a guide, the Council shall from time to time publish a guidance note on the criteria in (b) and (c) above.

The Secretary shall forward the application and supporting documents to the Professional Standards Committee who shall be responsible for assessment. The Committee shall at its first meeting after the receipt of the application, consider the application and shall recommend its acceptance to the Council, or shall reject it, or shall, if unable to come to a decision, seek further information from the applicant.

(Council) Bylaw 21

LAPSED MEMBERSHIP AND RESIGNATION

8. *An individual's membership may lapse as a result of failure to pay his or her subscription due to the Institute (Regulation 24 following and Bylaws 20 and 23), or a member may be removed from membership by the Professional Complaints Panel or a member may resign from the Institute by sending his or her resignation to the Secretary and, within thirty days after the sending of such resignation, or upon its earlier acceptance by Council, he or she shall cease to be a member of the Institute.*

(Council) Bylaws 20 and 21

EXAMINATIONS

9. The Council shall cause a professional examination to be held for candidates seeking admission to the grade of Professional Member and may in addition conduct or approve such other examinations in such appropriate subjects to be conducted on their behalf or provide for such other form of academic test or interview as the Council may prescribe.

(General) Charter 3(a) and 3(b), Bylaws 9 and 37(e)

10. *The Council shall make and publish Rules consistent with these Regulations governing the times and places at which such examination, academic test or interview shall be held, the subjects which they shall comprise, the fees (if any) to be paid or deposited by candidates in respect thereof, and the conditions under which candidates may be admitted thereto, and shall have the power from time to time to vary or rescind any such Rules.*

(Council)

11. (Deleted)

(Council)

12. *The Examinations Board, through its Chairman, shall submit all its reports and recommendations to the Council.*

(Council)

13. *The Examinations Board shall be responsible for the preparation, conduct and assessment of the Institute's professional examinations.*

(Council)

14. *The Educational Standards Committee shall prepare and the Council shall publish in their approved form the Rules, Syllabus and Guidance Notes covering the Institute's professional examination. The Committee shall advise the Council on the experience and qualifications which members shall have before they may present themselves for the Institute's professional examinations.*

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(Council)

15-18 (Deleted)

(Note: The content of each examination shall be published in the Rules, Syllabus and Guidance Notes for that examination. See Regulation 14 above.)

(Council)

CONTINUING PROFESSIONAL DEVELOPMENT

19. Fellows and Professional Members in professional practice are required to undertake a minimum number of hours of continuing professional development. Both the number of hours and the activities which provide continuing professional development for Chartered Members will be determined by Council.

Professional practice is construed as being in full- or part-time practice or otherwise giving a professional service as a Chartered Forester or Chartered Arboriculturist.

(General)

20. Council may waive the continuing professional development obligations of a retired Fellow or Professional Member who signs a declaration that he or she is not practising or offering any professional service that would be offered as a Chartered Member.

Council will determine the continuing professional development obligations of Fellows and Professional Members undertaking career breaks.

(General)

21. *Continuing professional development as delivered in Regulations 19 and 20 will comprise a minimum of 100 hours over any consecutive three-year period, with a minimum of 75 hours coming from structured learning and 25 hours from unstructured learning. A list of activities which qualify for continuing professional development will be published by Council from time to time.*

A Fellow or Professional Member undertaking a career break, for reasons such as maternity or paternity leave, unemployment, or period posting, and who signs a declaration that he or she is not practising or offering any professional service that would be offered as a Chartered Forester may undertake his or her continuing professional development as unstructured learning.

Any Fellow or Professional Member returning to practice will be required to undertake a specific number of continuing professional development hours in the previous twelve months. The extent of this requirement will be determined by Council.

(Council)

SUBSCRIPTIONS

22. Annual subscriptions shall be payable on admission to membership and thereafter on each 1 January for the year ending 31 December following, at the rate for the appropriate grade, and shall be remitted to the Treasurer direct or through the Institute's bankers. A person admitted to membership after 30 June may pay 50 percent of the annual subscription for the remainder of that year only.

Subject to Bylaw 26, a member who fails to pay his or her subscription in full within three months of the due date for payment thereof shall be required to pay an administration fee as determined in accordance with Bylaw 24.

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(General) Bylaw 24

23. If a member, Corporate or non-Corporate, should fail to pay his or her annual subscription in full on or before the first day of April following the date upon which it became due, or should fail to pay any moneys due to the Institute whether in respect of an administration fee, levy or otherwise within three calendar months from the date on which they became due, then the member shall be given notice in writing that he or she shall, with immediate effect upon receipt of such notice, lose the right to attend or vote at General Meetings of the Institute and to receive all other privileges of membership and upon receipt of such notice the relevant member shall lose such rights and privileges until such time as the relevant member shall have paid his or her annual subscription and any administration fees, levies or other monies due to the Institute.

(General) Bylaws 20 and 64

24. If a member's annual subscription and/or any administration fees or levies remain unpaid within five months of the date upon which the annual subscription became due, he or she shall be given notice in writing that unless payment is received within six weeks from the date of the notice that the Council will lapse his or her membership in accordance with this Regulation 24. If a member's annual subscription or any administration fees or levies or other monies due to the Institute remain unpaid on the expiry of the said period of six weeks the membership of that member shall lapse automatically (without any further notice or action by the Institute and/or the Council) and such member shall on the date of expiry of said period of six weeks cease to be a member of the Institute.

25. *A former member who has been expelled from membership because of financial arrears or non-payment of moneys due to the Institute may be reinstated by Council on payment by the member of all arrears of subscriptions or other moneys which were due at the date of the member's expulsion and all or any part required by Council of any expenses, costs or losses incurred by the Institute in consequence of his or her default.*
(Council) Bylaw 21

26. The reduced subscription payable under Bylaw 25(a) shall be one-third of the normal subscription applicable. The privileges of membership at a reduced subscription rate shall be extended only to members who affirm that they have no income from the practice of forestry except their retirement pension or the equivalent of a retirement pension, or are taking an unpaid career break of not less than one calendar year. These privileges shall be withdrawn if this condition ceases to apply.

(General) Bylaw 25(a)

REGISTER OF MEMBERS

27. *The Secretary shall maintain a Register of Members. The Register will show the member's name and address, the year the member was accepted into his or her current grade of membership and such other classifications of members and in such format as Council shall from time to time approve.*

The Secretary shall also maintain and publish a classified Register of Members in Consultancy Practice in a format and using such classifications as Council shall from time to time approve. The Register will show members who are prepared to serve as Consultants, or as Consultant and Manager, or as Consultant, Manager and Contractor. The Register will also show clearly those members having a contractual affiliation with companies engaged in forestry and allied business.

Any Corporate Member who wishes to have his or her name recorded as a Member in Consultancy Practice on the Institute's classified Register of Members shall apply to the Secretary stating:

1. *Name and address (including business address where applicable).*

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2. *Grade of membership of the Institute.*
3. *Degrees, diplomas, distinctions and awards.*
4. *Statement of experience in forestry, giving dates and nature of experience in the United Kingdom or elsewhere.*
5. *Any specialist information.*
6. *The area in which he or she is prepared to work, and the branches (not more than three) of forestry or allied subjects for which he or she wishes to be recognised.*
7. *That he or she holds the required level of professional indemnity insurance as laid down by Council. In the case of a member being employed by a Government or quasi-Government organisation and who is not covered by the required professional indemnity insurance, the employing organisations shall be required to confirm in writing that the employing body carries its own risk and is liable for acts of any of its employees.*

In the case of persons having a salaried or other close (contractual) business connection with a firm, or partnership, or company (including co-operative societies) engaged in trading operations, the following additional information shall be published in the Register:

- (a) *The name and address of the firm in question.*
- (b) *A description of its (their) business.*
- (c) *The nature of the connection between the member and such firm or firms.*

The published Register will have appended the Institute's Code of Ethics, Professional Values and the Rules of Professional Conduct.

A Corporate Member whose name is recorded in the Institute's Register of Members in Consultancy practice shall at Council's discretion pay an annual fee towards the expense of maintaining that Register, the fee to be determined by the Council each year in advance of the publication of the Register.

(Council) Bylaws 5, 37(c) and 37(f)

CODE OF ETHICS, PROFESSIONAL VALUES AND RULES FOR PROFESSIONAL CONDUCT AND PRACTICE

28A - General

The Council shall maintain a Code of Ethics. This Code shall apply to all members of the Institute and shall be available for public inspection.

Members who are principals shall endeavour to ensure that staff, insofar as they relate to the scope of their practice, whether or not their staff are members of the Institute, are in accordance with the Professional Values and comply with the Code of Ethics and the Rules for the Professional Conduct and Practice.

(General) Charter 3(i), Bylaw 22

28B - Ethics

1. Every member shall act in accordance with the Professional Values of the Institute and will uphold the integrity of the profession.
2. Every member shall strive to increase his or her objective knowledge of forestry and trees in all their contexts and shall apply this knowledge to the benefit of society.

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3. Every member shall endeavour to promote public understanding of trees and forestry and to increase the public regard for the profession.
4. Every member shall practise his or her profession with due regard to sound ecological, social, economic and environmental principles to the advantage of present and future generations.
5. Every member shall perform only those services which are within the member's competence.

(General) Charter 3(i), Bylaw 22

28C - Professional Values

The Institute expects all members to apply the following core values in determining their actions and judgements and in framing their standards of professionalism.

1. *Act with integrity. Always put the interests of your clients or others to whom you have a professional responsibility above your own and respect their confidentiality. Always consider the wider interests of society when making your judgements.*
2. *Always be honest. Be trustworthy in all that you do – do not deliberately mislead, whether by withholding or distorting information.*
3. *Be open and transparent in your dealings. Share the full facts with your clients, making things as plain and intelligible as possible.*
4. *Be accountable for all your actions. Take full responsibility for your actions and do not blame others if things go wrong.*
5. *Know and act within your limitations. Be aware of the limits of your competence and do not be tempted to work beyond these. Only commit to what you can deliver.*
6. *Be objective at all times. Give clear and appropriate advice. Never let sentiment or your own interests cloud your judgement.*
7. *Always treat others with fairness and respect.*
8. *Set a good example. Remember that both your public and private behaviour could affect your own reputation and that of the Institute and other members.*
9. *Have the courage to make a stand. Be prepared to act if you suspect a risk to safety or malpractice of any sort.*

(Council) Charter 3(i), Bylaw 22

28D - Rules for Professional Conduct and Practice

1. *A member shall not voluntarily disclose any confidential information.*
2. *A member shall only act for more than one party in any transaction if all parties agree in advance in writing.*
3. *A member acting for a client shall inform the client in advance of any other interest the member may have in any activities undertaken on behalf of the client.*
4. *Without prior written agreement from a client or employer a member shall not be engaged by, nor have any interest in or accept any remuneration from, any other business or principals which may give rise to any conflict with the interests of the client or employer.*

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5. *Where members with the same employer are acting for separate clients in the same transaction the members shall ensure that sufficient safeguards and confidentiality restrictions are put in place that will prevent any possibility of information passing.*
6. *A member shall not, by unfair or unprofessional means, do anything that could harm the business or prospects of a client or a fellow member, and will make clients aware of any discounts and commissions which are relevant to any works instructed.*
7. *Client money should be kept separate from the member's or the member's firm's money.*
8. *Client money should be paid as soon as reasonably practicable to either the client or into a client bank account.*
9. *The member's, or the member's firm's, client bank account should be in the form of a non-statutory client money trust where the bank is not entitled to combine the account or to exercise any right of set-off or counter claim against money in that account in respect of my sum owed to it on any other account of the member or the member's firm.*
10. *A member shall ensure that he or she provides sufficient information in an appropriate format, including financial implications, to a client in advance of undertaking activities on behalf of that client and that activities are only undertaken having confirmed appropriate instructions from that client.*
11. *A member shall ensure that client requests for information are dealt with promptly and transparently and that reporting to clients is at adequate and mutually acceptable intervals.*
12. *Members shall be adequately covered against claims for breach of duty and shall, if asked, provide a declaration of adequate provision by specific insurance or through the arrangements of their employer.*
13. *A member shall not undertake any activity on behalf of any client unless competent to do so.*
14. *A member shall be scrupulous in acknowledging the help obtained from others.*
15. *A member shall ensure that advertisements and other public announcements placed or made by the member are not misleading and are fair and accurate and are not such as could reasonably be seen to bring the Institute or the profession into disrepute.*
16. *If required, a member shall comply with and provide any information reasonably requested by the Institute as a part of its complaints and discipline procedures.*

COMPLAINTS AND DISCIPLINE

- 29A. *The following procedure shall be adopted in connection with complaints under the Code of Ethics and Professional Conduct.*

Submission of complaint

1. *A member, members or other individual or body, including the Council of the Institute, wishing to complain of a breach of the Code of Ethics and Professional Conduct by a member or members of the Institute shall present such complaint to*

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the Secretary by means of an official Complaint Form issued by the Institute's secretariat.

NOTE: In the following paragraphs, the word "member" shall mean the member or members against whom a complaint has been made. The word "complainant" shall mean the member, members or other individual or body making the complaint.

2. *The Secretary shall immediately acknowledge receipt of a complaint and shall copy it to the member against whom the complaint is made inviting a response within fourteen days. The Secretary shall thereafter send copies of the complaint and any response from the member to the Complaints Assessor who shall determine whether the complaint is*
 - (a) *competent, and*
 - (b) *relevant,**that is, whether the incident(s) complained of, and if substantiated, could amount to a breach of the Code of Ethics and Professional Conduct.*
3. *A complaint found to be competent and relevant shall be laid before the Professional Complaints Panel for determination by them.*
4. *If the complaint is found either to be incompetent or irrelevant, the complaint will be rejected and the Secretary shall provide the complainant with written reasons for the Complaints Assessor's rejection of the complaint.*
5. *Deleted.*

Procedure for dealing with a competent complaint

6. *If the complaint is found to be competent and relevant, the Secretary shall notify the member and shall specify a date, not exceeding 28 days later (or such later date as may be specified in any particular case by the Chairman of the Professional Complaints Panel), by which the member should submit any further representations. The member's initial response to the complaint and any subsequent representations shall be copied to the complainant without undue delay. If the complainant comments or sends any further material or evidence, this should be disclosed to the member without undue delay.*
7. *Once the complaints procedure has been commenced under the foregoing paragraph 6, the following will apply:*
 - a) *the complaints procedure shall not be terminated by the voluntary resignation of the member against whom the complaint has been laid; and*
 - b) *a member against whom a complaint has been intimated and who thereafter resigns before the complaints procedure has been exhausted will not have the right to re-apply for membership of the Institute on any future occasion*

In the event that a complainant at any time intimates withdrawal of the complaint, the Secretary will immediately so inform the Council of the Institute who may within 28 days thereafter intimate to the Secretary that they are exercising their option to take the place of the original complainant. Thereafter the complaint will proceed as if the Council of the Institute had been the original complainant.

8. *Copies of the original complaint and all subsequent documentation will be sent to all members of the Panel. The Chairman whom failing the Deputy Chairman of the Panel shall call a Determination Meeting to consider and dispose of the complaint. The member complained against and the complainant may attend, or be represented or accompanied at, the Determination Meeting, and must give 7 days' notice of the names of the person representing or accompany them and of any witnesses they propose to call. It shall be the responsibility of the member or complainant to secure the attendance of any person appearing on their behalf.*

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9. *Any expenses incurred by the member and/or complainant in attending a Determination Meeting will not normally be met by the Institute. In exceptional circumstances the Institute may meet or contribute to the subsistence and/or travel expenses of the member and/or complainant where the member and/or complainant satisfies the Panel that grave financial hardship or injustice would result if such expenses were not met or contributed to by the Institute. Under no circumstances will the Institute be responsible for meeting the costs or fees of any person accompanying or representing the member or complainant, or for loss of earnings or salary or any other consequential losses suffered by the member and/or the complainant.*
10. *Having considered the evidence laid before them, the Panel will determine by majority vote whether the complaint should be upheld or dismissed. If the complaint is upheld, the Panel will immediately proceed to decide by majority vote either:
 - a) *that the member shall be reprimanded, severely reprimanded or otherwise disciplined, or*
 - b) *that the member be removed from membership.**
11. *The parties to the complaint will be advised by the Secretary in writing of the Panel's decision and the reasons for it.*
12. *The member shall have the right of appeal against, and the complainant shall have the right to request review of, the Panel's decision, within 28 days of its issue, under the terms of 15 to 23 below.*
13. *If no appeal has been lodged within the 28 day period set out at paragraph 12 above, and if the complaint was upheld by the Panel, then;
 - a) *the disciplinary sanction will immediately on expiry of the said 28 day period, be put into effect by the Panel, and*
 - b) *the Chairman or Deputy Chairman of the Panel may publish in ICF News a brief statement of the Panel's decision which may include the full identity of the member.**
14. *If no request for review by the complainant has been lodged within the 28 day period set out at paragraph 12 above, and if the complaint was dismissed by the Panel, then if specifically requested by the member, the Chairman or Deputy Chairman of the Panel shall publish a brief statement in the Institute's magazine identifying a member to the effect that a complaint against the member under the Code of Ethics and Professional Conduct was presented and after determination, was dismissed by the Panel.*

Appeal procedure

15. *A member who has been subject to disciplinary sanction by the Panel (in paragraphs 15 to 19, and 23, referred to as the "appellant") shall have a right of appeal to the Complaints Appeal Board ("the Board") on one or more of the following grounds:
 - a) *that the procedure followed was defective in terms of the regulations;*
 - b) *that the procedure followed was unfair;*
 - c) *that the Panel reached a finding or imposed a sanction which no reasonable tribunal could have reached or imposed in the circumstances of the case;*
 - d) *that new pertinent evidence, which could not reasonably have been made available to the Panel, has since come to light.**
16. *A member wishing to appeal must do so, in specified terms of paragraph 15, in writing to the Secretary within 28 days of the issue of the Panel's decision.*

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17. *An appellant's letter of appeal under paragraphs 15 a., b. or c. shall be copied to the complainant for any written comments the complainant wishes to make. The complainant shall be notified of the date by which any such comments must be received.*
18. *An appeal under paragraph 15 d. must be accompanied by the evidence in question. The Secretary shall arrange for the Board to consider such evidence, and if the Board is satisfied that it could not reasonably have been made available to the Panel, shall direct the Panel to reconvene to consider it.*
19. *The Board shall convene to consider the appellant's letter of appeal under paragraph 15 a., b. or c., the decision of the Panel and accompanying reasons, and the comments if any of the complainant. Subject to these regulations, the Board may determine its own procedure for this purpose. The Board may dismiss the appeal, or uphold it or uphold it in part, may overturn the finding of the Panel or remove any sanction or substitute a different sanction from amongst those available to the Panel. The Board's decision shall be final.*
20. *A complainant shall have the right, if dissatisfied with a finding of the Panel, to request that the matter be reviewed by the Board. The complainant shall specify in writing the reasons for seeking such review, but should bear in mind that the Board has no power to re-hear the case. The Secretary shall copy the request to the member who has been the subject of disciplinary proceedings who may, but shall not be obliged to, respond. Subject to these regulations, the procedure to be followed by the Board in considering any such request shall be determined by the Board. The Board shall have power under this paragraph in exceptional circumstances indicating a possible miscarriage of justice to order a re-hearing of the case by the Panel, and in such circumstances the procedure specified in paragraphs 6 to 14 of this regulation shall be followed to the extent possible. If the Board declines to conduct a review or, having reviewed the matter under this paragraph, decides to take no action, its decision shall be final.*
21. *Decisions of the Board shall be notified to the parties and, in the case of decisions under paragraph 19, shall be accompanied by brief reasons.*
22. *The right of appeal under paragraph 15 and the right to seek review under paragraph 20 shall apply equally to the outcome of a reconvened hearing by the Panel.*
23. *Any decision of the Board may be published in the form of a brief statement of the name of the member concerned, the nature of the charge drawn by reference to the Laws of the Institute, the date of the review or appeal hearing, and the outcome, provided that an appellant who has had an appeal upheld in full may request that such publication shall not be made in his or her case.*

(Council) Bylaws 4(b), 22 and 23, Regulation 28

PROFESSIONAL CHARGES

30. *Members may be called upon to provide a wide variety of arboriculture and forestry services.*

It is considered inappropriate to lay down hard and fast scales of charges since the work involved varies so widely. However, clients are entitled to know beforehand the expenditure likely to be involved in any instruction they may give to members acting as consultants. Members should therefore enter into specific agreements, preferably in writing, with clients. The charges may be based either upon hourly or daily rates according to the professional status and qualifications of the member concerned, or upon charges related to units such as areas or volumes or values involved.

(Council)

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THE COUNCIL

ELECTION OF THE COUNCIL

31. The Institute shall elect at each Annual General Meeting the following Honorary Officers:

The President - who shall be a Fellow
The Vice-President - who shall be a Fellow.

Both Honorary Officers shall be resident in the United Kingdom.

The President shall be eligible for re-election but normally shall not hold that office for more than two consecutive terms. The Vice-President shall be eligible for re-election but normally shall not hold that office for more than two consecutive terms.

(General) Charter 5 and 7, Bylaws 27 and 32

32. The elected members of Council, other than the Honorary Officer, shall consist of:

Five Fellows of the Institute
Seven Professional Members of the Institute.

These Councillors shall hold office for two years and shall be eligible for re-election for one further period of two years. No Councillor shall be eligible for re-election until two years after serving two consecutive periods of two years.

If a Councillor who is a Professional Member of the Institute is promoted to Fellow then he or she shall be entitled to complete his or her term of office.

(General) Charter 5, Bylaws 32 and 35

33. In the election of the Honorary Officers and the members of Council, when there are more nominees than vacancies, there shall be a postal ballot of all the Corporate Members. The arrangements for making nominations and carrying out the ballot shall be determined by Regulations 39-47 inclusive.

(General) Bylaw 29

34. The Council shall have power to co-opt in any year up to three Corporate Members of the Institute to serve as Additional Councillors for not more than one year. Additional Councillors shall be eligible for co-option again for a second year but shall not serve in this capacity for more than two consecutive years.

(General) Bylaws 33 and 35

35. A member of the Council may resign by sending his or her resignation in writing to the Secretary and, thirty days after sending in such resignation, or upon its earlier acceptance by the Council, he or she shall cease to be a member of Council.

(General) Bylaw 35

36. A member of the Council shall cease to be so:

1. If he or she ceases to be a member of the Institute, or is suspended or excluded for any period from membership.
2. If he or she is absent from two consecutive meetings of the Council without the consent of the Council.

(General) Bylaw 35

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37. *In the event of a casual vacancy occurring in any one of the honorary offices of the Institute, Council may elect and appoint to the vacant office a member who is qualified, but only until the next Annual General Meeting. The member nominated need not be a member of the Council but, if elected, he or she shall be a member of Council until the next Annual General Meeting. Notice of the proposal to fill the vacancy shall be given in accordance with Regulation 49. The Council shall decide the election by simple majority.*
- (Council) Bylaw 30
38. The Council, at any time during the term of any Councillor, may fill any casual vacancy by appointing a member who is qualified for election but only until the next Annual General Meeting.
- (General) Bylaw 35
39. Two Corporate Members may nominate any Fellow or Professional Member as a candidate for election as an Honorary Officer or to Council by sending such nomination to the Secretary in writing before 15 February each year or such other date as may be fixed for a single year by Council.
- (General) Bylaws 29 and 32
40. The Secretary shall ascertain from each nominee suggested pursuant to Regulation 39 that he or she is willing to accept office and will ask him or her for supporting text of a length and in a format determined by Council for inclusion in the notice accompanying the ballot paper. In the event of a candidate not providing such text, the notice will give his or her post and/or employment only. In the event of a candidate submitting more than the prescribed text, any excess text will not be published.
- (General) Bylaws 29 and 32
41. A ballot paper shall be sent to each Corporate Member at his or her registered place of address not less than thirty days before the Annual General Meeting. The ballot paper will list all the Fellows and Professional Members who are standing for office as well as their proposers and seconders.
- (General) Bylaws 29 and 32
42. The ballot paper shall be returned to the Secretary and received at least five days before the time for the Annual General Meeting. The Secretary shall secure the ballot papers and deliver them to the scrutineers by whom alone they shall be examined and counted.
- (General) Bylaws 29 and 32
43. Before the Annual General Meeting, the Council shall choose two or more Corporate Members as scrutineers for the purpose of the ballot. On or as soon as convenient after the date indicated for the return of the papers, the votes received by that date shall be given to the scrutineers who together shall count them, and the result shall be reported to the Annual General Meeting and published in the Newsletter.
- (General) Bylaws 29, 32 and 60
44. When a ballot is held to elect members as Honorary Officers or Councillors, the election shall be by simple majority of the valid votes cast in a single ballot, i.e. the candidate who received the most valid votes shall be elected. In the event of a tie the member shall be declared elected who is senior by date of admission to his or her present grade of membership of the Institute.

Regulations

(General) Bylaws 29 and 32

45. In the event of a candidate named in the ballot paper ceasing by death or otherwise to be a member of the Institute after the ballot papers have been prepared, the ballot shall not be invalidated and the election shall proceed with respect to the remaining candidates.

(General) Bylaws 29 and 32

46. In the event of there being no nomination for a vacancy the Council may make a nomination for the vacancy and the Council's nominee shall be declared elected.

(General) Bylaws 30 and 32

47. An accidental omission to send a ballot paper to any member entitled to receive a ballot paper shall not invalidate the election of any Corporate Member to which that paper related.

(General) Bylaw 70

PROCEEDINGS AND POWERS OF THE COUNCIL

48. *The Secretary shall call meetings of the Council at such places and times and on such dates as, in consultation with the President, may be determined according to the business on hand. Normally the Council shall meet three times each year but the Secretary shall also convene a meeting of Council on the request of the President, or on a written demand from five members of the Council, in which demand they shall state the business which they wish to be transacted.*

(Council) Bylaw 36

49. *Save as provided in the Bylaws, Council members shall receive at least seven days' notice of every meeting, and the notice calling it shall state the business to be transacted, but a meeting may be called at notice shorter than seven days if two-thirds or more of Council members sign a written consent to this.*

(Council) Bylaw 36

50. *In the event of there not being a quorum (seven members - Bylaw 36) an adjourned meeting shall be held not later than thirty days thereafter to dispose of the business. The President, or in his or her absence the Vice-President, shall preside, and in the absence of both the meeting shall depute one of the Fellows present to preside. Every question shall be determined by a simple majority of members present and voting, each member having one vote and the Chairman, in cases of equality, having a second or casting vote, except in those cases where special provisions have been made. At an adjourned meeting the Members present shall constitute a quorum, but no business shall be transacted other than the business unfinished at the meeting from which the adjournment took place.*

(Council) Bylaws 23 and 36

PROCEDURE AT GENERAL MEETINGS

51. All members shall be advised of the date and place of any General Meeting not less than twenty-one days before the meeting is due to take place. The Secretary shall send to each member a notice calling the meeting and stating the business to be transacted, including a copy of any motion of which due notice has been given. The notice calling the meeting shall include notice of any changes made to the Council Regulations since the previous General Meeting.

Regulations

(General) Bylaws 63, 64 and 69

52. The President, or in his or her absence the Vice-President, shall chair all meetings of the Institute. If both are absent then the meeting may appoint any Corporate Member to be Chairman.

(General) Bylaw 69

53. Twenty Corporate Members personally present and entitled to vote shall constitute a quorum, and if there is not a quorum an adjourned meeting shall be held not later than thirty days thereafter to dispose of the business.

(General) Bylaws 66 and 69

54. The Chairman of any General Meeting may, with the consent of the meeting, adjourn such meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than business unfinished at the meeting from which the adjournment took place. The usual notice shall be given of any adjourned meeting, unless such notice be expressly dispensed with in the resolution for the adjournment.

(General) Bylaw 69

55. A Corporate Member entitled to vote at any General Meeting, but who cannot attend, may appoint another Corporate Member who is entitled to vote at the meeting, or the Chairman of the Meeting, to be his or her proxy. The instrument of proxy shall be signed by the appointer and delivered to the Secretary at least three clear days before the meeting in question. The proxy may vote at the meeting on behalf of the proxy appointer on any subject contained in the agenda subject only to any directions given by the appointer in the instrument of proxy. A Corporate Member may hold up to five proxies but the Chairman of the Meeting may hold any number.

At the beginning of a General Meeting the Chairman shall appoint two tellers who shall be responsible for counting votes and polls at that meeting. Every resolution shall be decided in the first instance on a show of hands. If the Chairman declares, on the advice of the tellers, that the vote is inconclusive he or she may call for a poll, or a poll may be requested by any Corporate Member present. In the event of a poll being required each Corporate Member personally present or by proxy and entitled to vote shall be provided with a voting paper in respect of each resolution to be voted upon and shall be entitled to one vote and in case of an equality of votes the Chairman of the Meeting shall be entitled to a second or casting vote. The Chairman shall read each resolution put to the Meeting immediately prior to calling for the votes to be marked by the Members and collected by the tellers. The voting papers shall not be marked in any manner which would identify the paper with the member casting the vote. The tellers shall agree the numbers of votes cast for and against each resolution and shall report to the Chairman who will announce the result.

(General) Bylaw 67

56. *Every instrument of proxy shall be in writing in, or as nearly as may be, the following form:*

I (name and designation), a Corporate Member of the Institute of Chartered Foresters, do hereby appoint (name and designation of proxy), or in his or her absence (name and designation of substitute proxy), both Corporate Members of the Institute, to act and vote as my proxy at the (Annual or Extraordinary) General Meeting of the Institute to be held in (place of meeting) on the (date) day of (month) in the year (year), and at all adjourned meetings thereof.

(Signature of Appointer)

Regulations

(Address)

(Date)

(Council) Bylaw 67

AMENDMENTS TO THE LAWS

57. 1. *No proposal to amend the Charter, Bylaws and/or General Regulations of the Institute shall be made except by the Council of the Institute. Any such proposal shall be put to the members in General Meeting in the form of a Special Resolution.*
2. *A Corporate Member desiring to propose an amendment to the Charter, Bylaws and/or General Regulations shall send to the Secretary a signed motion in which he or she shall specify the proposed amendment and provide a statement supporting his or her proposal.*
3. *The Secretary shall include the motion in the agenda for the next appropriate meeting of the Council.*
4. *The Council, on the matter being brought before it, may:*
- (a) request further information from the mover of the motion*
 - (b) resolve to reject the motion, in which case the mover will be provided with written reasons for the rejection of his or her motion*
 - (c) resolve to accept the motion, and any amendment, in such form as the Council shall determine.*

(Council)

THE COMMITTEES OF THE COUNCIL; THE COMPLAINTS ASSESSOR, THE PROFESSIONAL COMPLAINTS PANEL, THE COMPLAINTS APPEAL BOARD; THE EXAMINATIONS BOARD, THE EXAMINATIONS APPEAL BOARD; THE PORTFOLIO CO-ORDINATORS

58. *The Council shall appoint three Committees:*

*The Executive Committee
The Professional Standards Committee
The Educational Standards Committee*

The Council shall also appoint:

*The Professional Complaints Panel, the Complaints Assessor and the
Complaints Appeal Board
The Examinations Board and the Examinations Appeal Board
The Portfolio Co-ordinators*

(Council) Bylaw 39

59. *The Committees, the Professional Complaints Panel, Complaints Assessor, Complaints and Examinations Appeal Board and the Portfolio Co-ordinators shall be responsible to the Council and shall have power of independent executive action as Council may from time to time direct except the power to make Council Regulations.*

Unless otherwise determined by the Council, these Bylaws and/or Regulations, they shall report their business, recommendations and decisions to the Council and such business, recommendations and decisions shall be subject to confirmation by the Council.

(Council)

THE EXECUTIVE COMMITTEE

Regulations

60. *The Executive Committee shall act for Council in all matters delegated to it by the Council and, in particular, it shall be responsible for:*

1. *the strategic overview of the Institute and its affairs;*
2. *members services;*
3. *control of the secretariat;*
4. *oversight of investments;*
5. *subscription collection and recommendations on alterations to subscriptions rates;*
6. *long-term financial planning;*
7. *policy co-ordination*
8. *consultation with Government*

(Council)

61. *The members of the Executive Committee shall be:*

*The President as Chairman
The Vice President as Vice Chairman,
One member of the Council with special responsibility for financial matters (The Finance Officer)
Such other members of the Council with responsibility for specific matters as Council shall determine
The Executive Director of the Institute, who need not be a member of the Institute.*

Where an Executive Director has not been appointed, the vacancy on the Committee will normally be taken by another member of the Council.

(Council)

62. *The members of the Executive Committee shall be appointed by the Council for periods of up to two years at a time. The quorum shall be three members. The Committee shall meet as and when necessary but not less than once a year.*

(Council)

THE PROFESSIONAL STANDARDS COMMITTEE

63. *The Professional Standards Committee shall act for the Council in all matters delegated to it by the Council and, in particular, it shall act on behalf of the Council in:*

1. *Accepting or rejecting applications for membership of the Institute, assessing an Associate's professional experience, provided that a rejected applicant shall have a right of appeal to the Council.*
2. *The operation of the Institute's scheme for the professional development of its members.*
3. *All matters concerning the preparation, maintenance and making available to the public of a Register or Registers of Members, including those in practice as consultants, managers, etc.*
4. *The Committee may authorise its Chairman to act on its behalf between its meetings in accepting (but not rejecting) applications for Student, Associate and Affiliate membership (but not others) which are straightforward and non-controversial.*

(Council)

64. *The Professional Standards Committee shall advise Council on:*

1. *Transfers from the class of Professional Member to that of Fellow.*

Regulations

2. *Matters concerning the preparation, maintenance and making available to the public of a Code of Ethics and Professional Conduct.*
3. *Matters concerning the procedures to be adopted in relation to complaints and discipline under the Code of Ethics and Professional Conduct.*
4. *Matters concerning the continuing professional development of members.*
5. *Any other matters affecting the professional status of the Institute and its members.*
6. *Award of Honorary Fellowship and the Institute's Medal. The criteria for making such awards shall be agreed by the Council from time-to-time.*

(Council)

65. *The members of the Professional Standards Committee shall be:*

*A Chartered Member as Chairman, who normally shall be a member of the Council
The President and Vice President ex-officio
The Chairman of the Educational Standards Committee
Up to three additional Chartered Foresters who need not be members of the Council.*

(Council)

66. *The members of the Professional Standards Committee shall be appointed by the Council for two years and shall be eligible for re-appointment for one further period of two years. In selecting the additional members, the Council will aim at choosing persons who are actively engaged in consultancy or management.*

(Council)

67. *The Professional Standards Committee shall meet as and when necessary, but normally not less than once a year. The quorum shall be three members.*

(Council)

THE EDUCATIONAL STANDARDS COMMITTEE

68. *The Educational Standards Committee shall act for the Council in all matters delegated to it by the Council and in particular shall advise the Council on the following:*

1. *The content of the courses leading to existing certificates, diplomas and degrees in forestry, arboriculture or related disciplines, and the validation of these for entry to, or providing credit transfer for, part or parts of the Institute's professional examinations leading to Corporate Membership*
2. *Any matters affecting the examinations conducted by the Institute, other than those charged specifically to the Examinations Board*
3. *Relations with the official and voluntary bodies providing courses and conducting examinations leading to qualifications in forestry, arboriculture or related disciplines*
4. *The provision and funding of in-service training in forestry, arboriculture or related disciplines, and the role of government agencies*
5. *Education and training needs for the forestry and arboriculture industry, including methods of teaching and assessment*
6. *The in-post training needs of Corporate Members of the Institute and to ensure that facilities are available for meeting them*

and shall prepare, on behalf of Council, the Rules, Syllabus and Guidance Notes covering the Institute's professional examinations.

(Council)

69. *The membership of the Educational Standards Committee shall be:*

A Chartered Member as Chairman, who need not be a member of the Council

Regulations

*The President and Vice President ex-officio
The Chairman of the Professional Standards Committee
Up to three additional Chartered Foresters who need not be members of the
Council.*

(Council)

70. *The members of the Educational Standards Committee shall be appointed by the Council for two years and shall be eligible for re-appointment for one further period of two years. In selecting the additional members, the Council will aim at choosing one member who is actively engaged in degree-level education and one with special knowledge of forestry and/or arboricultural training.*

(Council)

71. *The Educational Standards Committee shall meet as and when necessary, but normally not less than once a year. The quorum shall be three members.*

(Council)

THE PORTFOLIO CO-ORDINATORS

72. *Council shall establish a range of activity portfolios to deliver services to members as it deems necessary.*

(Council)

73. *The activity portfolios shall be the responsibility of Portfolio Co-ordinators who shall be appointed by the Council, but need not be members of the Council.*

(Council)

74. *The Portfolio Co-ordinators may set up working-groups as and when necessary, but only with the authority of the Council.*

(Council)

THE COMPLAINTS ASSESSOR, THE PROFESSIONAL COMPLAINTS PANEL, AND THE COMPLAINTS APPEAL BOARD

75. *In pursuance of the procedures set out in Regulation 29, the Council of the Institute shall appoint:*

1. *A Complaints Assessor, who shall normally be a senior Professional Member or a Fellow of the Institute and who shall normally be appointed for three years. The Complaints Assessor shall not be a member of the Council, the Professional Complaints Panel nor of the Complaints Appeal Board.*

2. *A Professional Complaints Panel.
The members of the Professional Complaints Panel (the Panel) shall be:
A Chairman, who shall normally be a senior professional person, who need not be a member of the Institute and who shall not be a member of the Council.*

Four Chartered Foresters who shall not be members of the Council.

In the event that the Chairman is absent at a meeting of the Panel, then the meeting may appoint one of those present to be Chairman. A quorum shall be three members of the Panel, comprising a Chairman and two Chartered Foresters.

The members of the Panel shall normally be appointed for three years. In appointing the Panel, the Council will aim at choosing persons who reflect the breadth of fields of practice of the membership of the Institute.

3. *A Complaints Appeal Board.*

The members of the Complaints Appeal Board shall be:

*A Chairman, who need not be a member of the Institute
Two Chartered Foresters*

Regulations

The members of the Complaints Appeal Board shall not be members of the Council, nor of the Professional Complaints Panel.

The Chairman of the Complaints Appeal Board shall normally be appointed for three years. The members of the Complaints Appeal Board, with the exception of the Chairman, shall be appointed to determine the Appeal in hand in order to ensure that those members so appointed do not have any interest, direct or indirect, in that Appeal.

(Council)

THE EXAMINATIONS BOARD AND EXAMINATIONS APPEAL BOARD

76. *In pursuance of Bylaw 37(e) and Regulation 9, the Council shall appoint an Examinations Board. The members of the Examinations Board shall be:*

A Corporate Member as Chair

Such other Corporate Members as shall be determined by the Council, including a Vice Chair and shall not be less than four.

An Examinations Moderator ex. officio

The Examinations Board shall meet as and when necessary, but not normally less than once a year. A quorum shall be four members.

(Council)

77. *The Examinations Board shall appoint Assessors as necessary for the purpose of carrying out the Institute's professional examinations.*

(Council)

78. *The Council shall appoint an Examinations Appeal Board whose members shall be:*

The Chairman of the Examinations Board

One other member of the Examinations Board who was not appointed an Assessor for the examination under appeal

A Corporate Member who, at the time of the examination under appeal, had no direct involvement in the Institute's professional examinations.

(Council)

79-82. (Deleted)

PROCEEDINGS AND POWERS OF THE COMMITTEES OF THE COUNCIL, THE PROFESSIONAL COMPLAINTS PANEL, THE COMPLAINTS APPEAL BOARD, THE EXAMINATIONS BOARD AND THE EXAMINATIONS APPEAL BOARD

83. *In the event that a vote is required at any meeting of a Committee of the Council, the Professional Complaints Panel, the Complaints Appeal Board, the Examinations Board and/or the Examinations Appeal Board, each matter or question shall be determined by a simple majority of members present and voting, each member having one vote and the Chairman, in cases of equality, having a second or casting vote, except in those cases where special provisions have been made. In the event of there not being a quorum for a meeting of a Committee of the Council, the Professional Complaints Panel, the Complaints Appeal Board, the Examinations Board and/or the Examinations Appeal Board as set out in the relevant Regulation(s), an adjourned meeting of the foregoing Committees, Panel or Boards, shall be held not later than thirty days thereafter to dispose of the business of the said Committee, Panel or Board. At an adjourned meeting the Members present, provided always that there is a minimum of three, shall constitute a quorum, but no business shall be transacted other than the business unfinished at the meeting from which the adjournment took place.*

(Council)

Regulations

DUTIES OF THE EDITOR

84. The Council shall appoint the Editor or Editors of the Journal *Forestry*, who need not be a member or members of the Institute. The Editor or Editors shall:
1. accept, reject or return for amendment the manuscripts of papers submitted for publication in the Institute's Journal;
 2. refer to referees those manuscripts on which advice is required;
 3. send to the Secretary in November of each year the nomination or otherwise for the award of the Percy Stubbs and John Bolton King and Edward Garfitt Prize for Silviculture (known as the Silvicultural Prize).
 4. recommend to Council individuals who may be appointed to an Editorial Board.

In the exercise of his, her or their duties, the Editor or Editors may call on the assistance of other members of the Editorial Board, if such Board has been appointed.

In the event of the Editor or Editors being unable to fulfil his, her or their duties the Council may appoint a temporary Editor or Editors to discharge the duties contained in this Regulation.

(General) Charter 3(f)

EDITORIAL PANEL OF THE MAGAZINE

85. *The Editorial Panel of The Chartered Forester magazine shall comprise of the Editor-in-Chief, appointed by Council, and any additional members as shall be appointed by Council. The Editorial Panel shall:*
1. *solicit and edit news material and reports from the Honorary Officers of the Institute, the Regional Groups, Chairmen of Committees and others;*
 2. *publish a periodical to inform the membership of the activities of the Institute, news of the profession, the forestry industry and forthcoming forestry events;*
 3. *arrange for the inclusion of appropriate advertisements and insertion of other advertising matter to defray part of its costs.*

(Council)

AWARDS

THE SILVICULTURAL PRIZE

86. The following shall be the procedure to be adopted in connection with the award of the Percy Stubbs and John Bolton King and Edward Garfitt Prize for Silviculture (the Silvicultural Prize):
1. The Prize may be awarded for a paper that has been published in *Forestry* or its Supplement during the three preceding years.

Regulations

2. Should Council decide that no paper of adequate standard has been published to justify an award in a particular year, no Prize may be given in that year and the money not disbursed shall be added to the capital of the Prize.
3. In November the Editor shall send to the Secretary the name of the proposed recipient, if any, together with a brief statement of the reasons for the award.
4. The Secretary shall include the proposal in the agenda of the next meeting of Council.
5. The award, if approved by Council, shall be announced at the next Annual General Meeting of the Institute.
6. In the case of a paper with more than one author the prize will be divided equally between the several authors.

In making the award of the Silvicultural Prize, preference shall be given to papers describing the results of original research in silviculture and to original contributions to the theory and practice of silviculture. For purposes of the award of this prize "silviculture" shall be defined as the theory and practice of controlling the establishment, composition and growth of forests and shall include the relationship of tree growth to environmental factors and the effects on tree growth of other plants, micro-organisms, insects, birds and other animals.

(General) Charter 3(g), Bylaw 39

THE INSTITUTE'S MEDAL

- 87A. The following shall be the procedure to be adopted in connection with the award of the Institute's Medal:
1. No proposal to award the Medal shall be made except by a Corporate Member.
 2. A Corporate Member desiring to propose the award of the Medal shall send to the Secretary a signed motion in which he or she shall specify the proposed recipient and state briefly the services rendered which the mover considers to have been sufficient to justify the proposed award.
 3. The Secretary shall include the motion in the agenda for the next meeting of the Professional Standards Committee (the Committee).
 4. The Committee, on the matter being brought before it, may:
 - (a) resolve to recommend to the Council that the award be made; or
 - (b) postpone consideration until the next meeting of the Committee in order to give the mover time to bring forward further evidence in support of his or her motion in the agenda for the next meeting of the Committee; or
 - (c) hold over a recommendation for reconsideration at a subsequent time; or
 - (d) resolve that the services rendered have not been sufficient to justify an award, in which case its decision shall be binding and that a further motion shall not be submitted for three years from the date of the Council's decision.
 5. A recommendation by the Committee for the award of the Medal shall be brought before the next meeting of the Council for approval.
 6. The award, if approved by the Council, shall be announced at the next Annual General Meeting of the Institute.

Regulations

(General) Charter 3(g)

THE PRESIDENT'S AWARD

87B. *The following shall be the procedure to be adopted in connection with the President's Award:*

1. *The President may from time to time propose to Council that the President's Award be bestowed on an individual or individuals who has or have given meritorious service to the Institute at either national or regional level.*
2. *If Council so approves, members will be informed of the Award at the next General Meeting of the Institute.*
3. *The form of each President's Award will be determined by Council.*

(Council)

REGIONAL GROUPS

88. In accordance with Bylaw 38, the Council of the Institute shall establish Regional Groups to promote and support the objects of the Institute. Such Regional Groups shall have defined boundaries and shall cover all of the United Kingdom.

(General) Bylaw 38

CONSTITUTION OF REGIONAL GROUPS

89. *The written constitution of each Regional Group shall contain the following provisions:*

- (a) *The activities, administration and conduct of the Groups shall be such as will bring credit to the Institute and shall be in accord with the Charter, Bylaws and Regulations insofar as these may apply to the conduct and business of the Groups.*
- (b) *The Committee of the Regional Group shall consist of at least a Chairman, who shall be a Corporate Member, a Secretary and two other members, who need not be Corporate Members.*
- (c) *The constitution shall begin, "This organisation is a Regional Group of the Institute of Chartered Foresters and shall be known as The Group".*
- (d) *The Group shall hold an Annual General Meeting.*
- (e) *The term of office of all Committee members shall be one year but all are eligible for re-election.*
- (f) *The financial arrangements for running the Group shall be defined and the Secretary shall produce a financial statement at each Annual General Meeting.*
- (g) *A list of members of the Group shall be maintained and each member will be given at least fourteen days' written notice of the Annual General Meeting.*
- (h) *A copy of the Constitution of the Group shall be lodged with the Secretary of the Institute who shall be advised of any changes to it.*
- (i) *After each Annual General Meeting the Secretary of the Regional Group shall inform the Secretary of the Institute of names of the new Committee and shall send the Secretary a report of the Group's activities, and a programme of forthcoming events.*

Regulations

(Council) Bylaw 38

90. *The Regional Groups currently recognised by Council are:*

1. *North Scotland*
2. *South Scotland*
3. *North England*
4. *East England*
5. *English Midlands*
6. *South East England*
7. *South West England*
8. *Wales*
9. *Northern Ireland*

(Council) Bylaw 38

THE SEAL

91. The Seal of the Institute shall be affixed to such certificates, deeds and documents as require to be sealed, only in the presence of the President and the Vice-President, or such other persons as they may respectively appoint in writing for the purpose, and the President and Vice-President or such other persons as aforesaid shall sign every instrument to which the seal of the Institute is so affixed in their presence.

(General) Charter 1, Bylaw 37(p)

DUTIES OF THE SECRETARY

92. *The Secretary shall conduct all the correspondence and routine work of the Institute, except such as are normally the function of any other office-bearers.*

(Council) Bylaw 41

93. *The Secretary shall call all meetings of the Institute and Council, according to the Charter, Bylaws and Regulations, and shall be present at and keep a correct record of the proceedings at such meetings and shall read the minutes of the preceding meeting if they have not previously been sent to members of Council and such communications as may be ordered to be read. The Secretary shall, if required by the Chairman, call and attend the meetings of the Committees of Council.*

(Council)

94. *The Secretary shall keep a Register of Members and such other records and registers as the Council may from time to time direct and, at intervals decided by the Council shall issue each Member with a periodical containing information relevant to the objects of the Institute. The Secretary shall also carry out such other duties as Council may from time to time direct.*

(Council) Bylaws 5, 37(c) and 37(f)

DUTIES OF THE TREASURER

95. The Treasurer shall carry out the duties listed in Bylaw 42.

(General) Bylaw 42

96. The Treasurer shall prepare and present accounts as detailed in Bylaw 42.

Regulations

Every balance sheet of the Institute shall be drawn up so as to give a true and fair view of the state of affairs of the Institute as at the end of its financial year, and every income and expenditure record of the Institute shall give a true and fair view of the income and expenditure record of the Institute for the financial year and how this income has been expended.

(General) Bylaws 42 and 51

97. *The Treasurer shall attend meetings of the Council and the Executive Committee, and of any of the other Committees when requested to do so by the Chairman.*

(Council)

98. *The President, Vice-President and Treasurer shall be the signatories of the Institute. The Treasurer shall be entitled to draw cheques up to an amount as the Council shall determine, and enter into contracts to the same value on behalf of the Institute, without obtaining a counter-signature of either the President or Vice-President. Cheques in excess of such an amount as the Council shall determine, shall require the counter-signature of either the President or Vice-President.*

(Council) Bylaws 42 and 47

99. *The books of account shall be kept in the Registered Office of the Institute.*

(Council)

OTHER REGULATIONS

100. [deleted]

ISLE OF MAN AND THE CHANNEL ISLANDS

101. For the purposes of these Regulations the term United Kingdom shall be deemed to include the Isle of Man and the Channel Islands.

(General)