
THE SECOND SCHEDULE

THE BYLAWS OF THE INSTITUTE

INTRODUCTION

1. In these Bylaws and Regulations “the Charter” means the Charter to which these Bylaws are annexed as amended or added to from time to time and all Supplemental Charters for the time being in force and “the Institute” means the Institute of Chartered Foresters constituted by the Charter.
2. The following words and expressions used in these Bylaws and Regulations shall, unless inconsistent with the subject or context, have the following meanings:

The former Association

The unincorporated association established on 5 August 1926 now bearing the name “The Institute of Foresters” and the members thereof of all grades.

Forestry

All aspects of the science, economics, conservation, amenity and art of establishing, cultivating, protecting, managing, harvesting, and marketing forests, woodlands, trees, timber and wood.

The Council

The Council of the Institute.

The Honorary Officers

The President and Vice-President of the Institute.

Fellows

The Fellows of the Institute.

Honorary Fellows

The Honorary Fellows of the Institute.

Professional Members

The Professional Members of the Institute.

Corporate Members

The Fellows, Honorary Fellows and Professional Members.

Non-Corporate Members

The members of the Institute other than and excluding the Corporate Members.

The Members

Corporate Members and Non-Corporate Members.

The Secretary

Any person appointed to perform the duties of Secretary of the Institute, whether temporarily or otherwise.

The Treasurer

Any person appointed to perform the duties of Treasurer of the Institute, whether temporarily or otherwise.

Salaried Staff

Persons holding administrative positions in the Institute being appointed thereto by or under the direction of the Council.

Council Regulations

All the regulations made by the Council as provided by the Charter and for the time being in force.

General Regulations

All the Regulations made by a Special Resolution as provided by the Charter and for the time being in force.

Regulations

All the Council Regulations and all the General Regulations for the time being in force.

Month

Calendar month.

In writing

Written, printed, lithographed and other modes of representing or reproducing words in a visible form.

Laws of the Institute

The Charter, these Bylaws, the Regulations and all rules made in accordance with the provisions of the Charter, these Bylaws and the Regulations.

Words importing the singular number shall include the plural number and vice versa.

Words importing persons shall include corporations and firms and other unincorporated bodies or associations.

Words importing the masculine gender only shall include the feminine gender and where the context admits the neuter gender.

Any reference to the making of a Bylaw, Regulation or rule thereunder shall include a reference to the amending of a Bylaw, Regulation or rule already made.

Headings are inserted for convenience only and shall not affect the meaning of these Bylaws nor of the Regulations.

3. Any words and terms which may be defined by the Charter shall, unless the context otherwise requires, have a corresponding meaning in these Bylaws and the Regulations.

MEMBERSHIP

4.
 - (a) There shall be two classes of membership of the Institute, namely Corporate Members and Non-Corporate Members.
 - (b) Corporate Members shall comprise the Fellows, Honorary Fellows and Professional Members who alone shall have the right to vote on matters concerning the conduct of the affairs of the Institute. Non-Corporate Members shall comprise the Associates, Students, Affiliates and Corporation Affiliates.
5. A Register shall be kept by or under the control of the Council containing the names of all the members of the Institute showing the grade to which each belongs and giving his or her last known address.

CORPORATE MEMBERS

6. All those persons who are Fellows and Professional Members of the former Association at the date of the Charter and who shall, as and when prescribed by the Council, sign and deliver to the Secretary the undertaking prescribed by the Council relating to the observance of the Laws of the Institute shall become respectively Fellows and Professional Members.

HONORARY FELLOWS

7. The Council shall have the power by resolution to elect a person to be an Honorary Fellow in recognition of notable service to the advancement of forestry knowledge or for any other reason consistent with the objects of the Institute. Honorary Fellows shall enjoy such privileges as may from time to time be determined by the Council and shall not as such be liable to pay any annual subscription. The Honorary Fellows of the former Association at the date of the Charter shall become Honorary Fellows of the Institute.

FELLOWS

8. Any person who possesses such academic qualifications as are necessary to enable him or her to become an Professional Member, is accepted by the Council as having reached the required standard in either learned or professional accomplishment, has established to the satisfaction of the Council that he or she has enjoyed at least ten years' experience in the United Kingdom or elsewhere if considered by the Council to be appropriate in the practice of forestry in a professional capacity or in a branch of science having a direct bearing on forestry and has been an Professional Member for at least five years may be admitted as a Fellow by resolution of the Council.

PROFESSIONAL MEMBERS

9. Any person may be admitted as an Professional Member by resolution of the Council who has had a minimum of two years' experience in the United Kingdom or elsewhere if considered by the Council to be appropriate in the practice of forestry in a professional capacity, or in some branch of science having a direct bearing on forestry, and who has passed the appropriate examination conducted by the Council.

TITLES AND DESCRIPTIONS OF CORPORATE MEMBERS

10. Only Fellows and Professional Members may be known as Chartered Foresters or Chartered Arboriculturists. A Fellow shall be entitled to describe himself or herself as a Fellow of the Institute of Chartered Foresters and to the use after his or her name of the initials "F.I.C.For."

A Professional Member shall be entitled to describe himself or herself as a Member of the Institute of Chartered Foresters and to the use after his or her name the initials "M.I.C.For."

No Corporate Member shall adopt or describe himself or herself by any description or abbreviation to indicate the grade of membership of the Institute to which he or she belongs other than as is provided in this Bylaw.

NON-CORPORATE MEMBERS

11. All those persons who are Associates, Students, Affiliates and Corporation Affiliates of the former Association at the date of the Charter and who shall, as and when prescribed by the Council, sign and deliver to the Secretary the undertaking prescribed by the Council relating to the observance of the Laws of the Institute shall become respectively Associates, Students, Affiliates and Corporation Affiliates of the Institute.
12. A Non-Corporate Member shall not adopt or describe himself or herself by any abbreviated title nor use the title Chartered Forester or Chartered Arboriculturist but he or she may use his or her grade title in full orally or in writing.

ASSOCIATES

13. Any person engaged in forestry in the United Kingdom or elsewhere if considered by the Council to be appropriate, not being eligible to become an Professional Member, who is desirous of becoming an Professional Member and either:
 - (a) possesses a qualification in forestry approved by the Council; or
 - (b) is studying at a university, college or other institution approved by the Council and intends to qualify with a degree or diploma in forestry or a degree in a branch of science connected with forestry; or

(c) is considered by the Council to be otherwise suitably qualified
may be admitted as an Associate of the Institute by resolution of the Council.

Council Regulations may prescribe the length of time during which an Associate who has failed to qualify as an Professional Member in accordance with these Bylaws may remain an Associate.

STUDENTS

14. Any person who is enrolled for a full-time course of education and training in forestry approved by the Council may be admitted as a Student by resolution of the Council.

AFFILIATES

15. Any person who is not eligible for any other grades of membership but is desirous of promoting the objects of the Institute may be admitted as an Affiliate by resolution of the Council.

CORPORATION AFFILIATES

16. Any Association, organisation or other body corporate which is connected with forestry and is desirous of promoting the objects of the Institute may be admitted as a Corporation Affiliate by resolution of the Council.
There shall be two categories of Corporation Affiliate - Commercial and Non-Commercial. The Council shall determine into which category an applicant to be admitted to membership of the Institute as Corporation Affiliate shall fall.

ELECTION TO FELLOWSHIP IN EXCEPTIONAL CIRCUMSTANCES

17. Notwithstanding the provisions of these Bylaws, the Council may by resolution elect a Professional Member to Fellowship in cases of exceptional merit; provided that the number of such Fellows shall not at any time exceed ten.

GENERAL

18. The Council shall in all cases have absolute discretion in deciding whether any person shall or shall not be admitted to membership of the Institute. Any person whose application for membership is refused by the Council shall be entitled to receive a statement in writing of the reason or reasons for the Council's decision.
19. The rights of any member shall be personal and shall not be transferable.
20. A person shall continue to be a member only for so long as he or she shall comply with such conditions of and qualifications for membership as shall for the time being be prescribed by or in accordance with these Bylaws, and every member shall be bound:

- (a) to pay such annual subscription appropriate to his or her particular grade of membership as shall from time to time be prescribed by or in accordance with these Bylaws;
 - (b) to observe the provisions of the Laws of the Institute for the time being in force.
21. Council Regulations shall prescribe the procedure to be adopted for the admission or re-admission of persons to each grade of membership or on transfer from one grade of membership to another and for the termination of membership and may impose such other requirements as to the observance of the Laws of the Institute and adherence to the proper standards and practices of the profession of forester as may be thought appropriate.

PROFESSIONAL CONDUCT

22. Every member shall at all times so order his or her conduct as to uphold the integrity and reputation of the profession of forestry and to safeguard the public interest in matters of safety and health and otherwise. Every member shall exercise his or her professional skill and judgment to the best of his or her ability and discharge his or her professional responsibilities with integrity.

REMOVAL FROM MEMBERSHIP

23. Subject to the Regulations, a member may be removed from membership if found guilty of a disciplinary offence. The procedure for dealing with complaints against members shall be specified in Regulations. Such Regulations shall include the right to a fair hearing, the right to representation, and a right of appeal.

For the avoidance of doubt, the membership of any member of the Institute who shall have failed to pay the annual subscription appropriate to his or her grade of membership, and/or any administration fees payable by such member, shall lapse in accordance with the Regulations of the Institute and the provisions of this Bylaw shall not, unless the Council expressly resolve otherwise, apply to any such member.

SUBSCRIPTIONS

24. The annual subscription and any administration fees payable by members shall be set by the Council from time to time by means of a resolution in that behalf passed at any meeting of the Council and confirmed by a Special Resolution duly passed at a General Meeting of the Institute held not less than one month and not more than four months after the date of the relevant meeting of the Council.
25. (a) Save in the case of a Corporation Affiliate, a member of any grade who satisfies the Council that he or she has retired from regular employment, or is taking an unpaid career break of not less than one calendar year, may pay an annual subscription of less amount than the subscription rate applicable at that time. The amount of such reduced subscriptions shall be determined by General Regulations.

- (b) The Council may in its absolute discretion reduce or waive the annual subscription of a member of any grade in a case of hardship.
26. The Council may from time to time by a resolution in that behalf passed at any meeting of the Council and confirmed by a Special Resolution duly passed at a General Meeting of the Institute as aforesaid alter all or any of the subscriptions and/or any administration fees payable by members in accordance with the Bylaws and Regulations of the Institute.

HONORARY OFFICERS

27. The Honorary Officers of the Institute shall be a President and a Vice-President, both of whom shall be Fellows.
28. The first President, Vice-President and Editor or Editors of the Institute's Journal named in the First Schedule to the Charter shall continue in office until the close of the first Annual General Meeting of the Institute to be held after these Bylaws shall come into effect and shall (subject to the provisions of General Regulations) be eligible for re-election.
29. The successors to the said first President and Vice-President shall be elected by the members at the Annual General Meeting of the Institute in each year in accordance with the provisions of the General Regulations and they shall continue in office until the close of the next Annual General Meeting following their election and shall (subject to the provisions of the General Regulations) be eligible for re-election.
30. In the event of a casual vacancy occurring in any one of the honorary offices of the Institute, such vacancy may be filled by the Council until the close of the Annual General Meeting next following such casual vacancy. Council Regulations may prescribe the manner in which such casual vacancies may be filled.

THE COUNCIL

CONSTITUTION OF THE COUNCIL

31. The business of the Institute shall be managed by a Council and, subject to the Laws of the Institute, the Council shall have sole control in all matters relating to the management and organisation of the Institute.
32. The Council shall consist of the President and Vice-President, both of whom shall be ex officio members, together with such number of Corporate Members not exceeding twelve and not less than four in number as may be prescribed by General Regulations.
General Regulations may prescribe the qualifications to be possessed by all or any of the persons to be eligible for election to the Council; the method by which the election shall be made and which members of any grade shall be entitled to participate in the election of which candidates for membership of the Council; provided that such Regulations shall always provide that every member entitled to vote at General Meetings shall be entitled to vote for at least one candidate for membership of the Council.

33. General Regulations may authorise the Council to co-opt such number of additional or honorary members of the Council (who need not be Corporate Members) upon such terms as may be specified in such Regulations.
34. All service on the council shall be honorary and without remuneration, save that members of the Council shall be entitled to be reimbursed out of the funds of the Institute their reasonable expenses incurred in carrying out their duties as members of the Council, including expenses of travelling to and from and attending at meetings of the Council. No member of the salaried staff of the Institute shall be eligible to become a member of the Council.
35. The period of membership of each member of the Council (other than an ex officio or co-opted member) shall be determined by or in accordance with General Regulations save that no such period of office shall exceed four consecutive years nor commence within two years of a previous period of office. Notwithstanding anything in these Bylaws, the members in General Meeting may by simple majority pass a resolution of which notice has been given in accordance with Bylaw 63, removing any member of the Council from his or her membership of the Council before the expiration of his or her period of office. There shall further be power by General Regulations to determine the circumstances in which a member of the Council shall vacate his or her membership otherwise than by reason of the expiration of the term of his or her membership and the manner in which any casual vacancy occurring amongst the members of the Council may be filled.

PROCEEDINGS AND POWERS OF THE COUNCIL

36. The proceedings of each meeting of the Council including the period of notice to be given to members of the Council; the person to act as Chairman at meetings of the Council; voting rights at such meetings, and all other questions incidental thereto shall be determined by or in accordance with Council Regulations. Seven members of the Council shall constitute a quorum of a meeting of the Council.
37. The Council shall have the following powers:
 - (a) to make Council Regulations;
 - (b) to admit persons to any grade of membership of the Institute and to transfer members from one such grade to another;
 - (c) to maintain specialised registers of those Corporate Members qualified by training and experience to advise in specific fields, and to determine the method by which individuals qualify for inclusion on such registers;
 - (d) to provide arrangements whereby persons or organisations may become associated or affiliated with the work of the Institute;
 - (e) to appoint persons to represent the Institute on examining and other bodies;

- (f) to establish and maintain in any country or part of the world in which the Institute carries on its activities a regional register of members resident in such country or part of the world;
- (g) to arrange for the grant of diplomas, certificates and awards and for the participation in any scheme for the grant thereof jointly with other professional bodies;
- (h) to determine the remuneration of the auditor or auditors;
- (i) to accept transfers of all or any part of the property, assets, liabilities and engagements of the former Association;
- (j) to govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the Institute and for that purpose to engage professional or other assistance, to appoint bankers and any other officers or agents whom it may deem expedient to appoint and to pay such reasonable fees or remuneration as it may think fit;
- (k) to invest any moneys belonging to the Institute in accordance with the provisions of the Trustee Investments Act 1961 or in the purchase of freehold or leasehold property in the United Kingdom, including rents, provided that as regards leasehold property the term thereof shall have at least sixty years to run;
- (l) to sell, buy, let, exchange, lease and accept leases of real and personal property on behalf of the Institute;
- (m) to provide and maintain the buildings and premises of the Institute and to acquire and maintain furniture, apparatus and other means necessary for carrying on the work of the Institute;
- (n) to borrow money on behalf of the Institute and for that purpose if the Council thinks fit to mortgage or charge all or any part of the property of the Institute whether real or personal and to give such other security, whether upon real or personal property or otherwise, as the Council shall think fit;
- (o) to engage, determine the conditions of service of and discharge employees of the Institute and to provide for the welfare of and make provision for schemes of insurance, superannuation, pensions, retirement benefits, gratuities or benevolent arrangements for all such employees and former employees of the Institute and their dependants and relations;
- (p) to have the custody and use of the Seal of the Institute;
- (q) to exercise any power which shall have been conferred upon or be exercisable by the Institute and which shall not by the Laws of the Institute have been assigned to the members.

REGIONAL GROUPS

38. The Council shall have power to establish and dissolve Regional Groups of the Institute consisting of members in such places as the Council may think fit and may make and impose rules and regulations for the administrations and government and for the purpose of defining the powers and duties of Regional Groups.

COMMITTEES OF THE COUNCIL

39. The Council may appoint committees, which shall have such composition, such terms of reference and such powers as the Council may prescribe and the Council may delegate such of its powers as it may think fit (other than the power to make Council Regulations) to any such committee. These committees shall be responsible to and shall make regular reports to the Council and all decisions taken by such committees shall be subject to confirmation by the Council unless the Council shall otherwise determine.

THE SECRETARY, THE TREASURER AND STAFF

40. There shall be a Secretary and a Treasurer of the Institute, both of whom shall be appointed by the Council. If either the Secretary or the Treasurer becomes bankrupt, or is guilty of misconduct prejudicial to the interest of the Institute or proves incompetent or inefficient in the discharge of his or her duties or wilfully neglects the due performance of his or her duties, he or she may be removed from his or her respective office and his or her appointment terminated by the Council at a meeting convened with express notice that the question of his or her appointment shall require a resolution passed by not less than three-fourths of the members of the Council present and voting at a meeting of the Council, at which meeting not less than seven members of the Council shall be present. Notwithstanding any provision of these Bylaws, the Council may appoint the same person to hold the offices of Secretary and Treasurer of the Institute concurrently.
41. The Secretary shall, under the control of the Council, conduct all the correspondence of the Institute, the Council and of the committees thereof and shall be responsible for providing secretarial services for all their meetings. He or she shall have such other powers and duties as may be vested in him or her by Council Regulations.
42. The Treasurer shall receive moneys due to the Institute and shall give an official receipt therefor, and shall pay all debts due by it out of its proper funds; he or she shall keep a correct account in the name of the Institute. The Treasurer shall bring the account books to a balance at the close of business on the last lawful day of each calendar year and shall thereupon prepare an abstract of the accounts for the year and a statement of the Institute's funds, which after being audited, shall be submitted to the next Annual General Meeting. Sums received by the Treasurer on behalf of special funds of the Institute shall be dealt with in such manner as the Council may from time to time direct. The Treasurer shall lodge in a bank the documents relating to the invested funds and heritable property of the Institute. The Treasurer shall have such other powers and duties as may be vested in him or her by Council Regulations.
43. Notwithstanding any provision in these Bylaws, a member (or in the case of a member which is a Corporation Affiliate, the duly authorised representative of

such member) shall not be disqualified from holding the offices of Secretary or Treasurer or from being a member of the salaried staff of the Institute by reason only of membership of the Institute or being the duly authorised representative of such Corporation Affiliate.

44. The Council shall have power to appoint such other staff as the Council shall consider fit and to prescribe their duties and the terms of their service; provided that all such staff shall be subject to the direction of the Secretary. The Council may delegate any of its powers of appointment of staff (other than the appointment of the Secretary) to a committee of the Institute or to the Secretary.

INDEMNITY OF COUNCIL MEMBERS AND EMPLOYEES

45. The Honorary Officers, the members of the Council and the salaried staff of the Institute may by resolution of the Council be indemnified out of the funds of the Institute against any expenses or liability incurred by them in or about the discharge of their respective duties. No Honorary Officer, member of the Council, or member of the salaried staff of the Institute shall be liable for any act other than his or her own or for signing any receipt or other document or doing any other act, or for any loss or expense which may happen to the Institute, otherwise than through his or her own wilful act or default.

FINANCE

46. The funds of the Institute shall, in accordance with the Charter, be applied wholly with the view to the promotion of the objects of the Institute. The administration of all funds of the Institute shall be subject to the control of the Council.
47. The Council shall have power to prescribe by Council Regulations the persons or committees which shall have power to give receipts for money and to sign cheques and to enter into contracts and to impose liabilities upon the Institute and to pledge the credit of the Institute.
48. The Council shall likewise have power by Council Regulations to determine that a Reserve Fund shall be created for the purpose of providing against losses on leasehold or other properties subject to depreciation or to meet claims on or liabilities of the Institute or to be used as a sinking fund to pay off encumbrances of the Institute or for any other purpose of the Institute which the Council shall think appropriate.

ACCOUNTS

49. The Council shall cause to be kept proper books of account with respect to all sums of money received and expended by the Institute and the matters in respect of which the receipt and expenditure take place, all sales and purchases of goods and services by the Institute and the assets and liabilities of the Institute. Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Institute's affairs and to explain its transactions.
50. The books of account shall be kept in such a place as the Council shall determine by Council Regulations and shall be open to inspection by members

of the Council during normal business hours. The Council shall have the power to determine by Council Regulations to what extent, at what times and places and under what conditions the accounts shall be open to inspection by members (not being members of the Council).

51. There shall be prescribed by General Regulations the nature of the income and expenditure accounts and balance sheets and supporting documents to be laid before the Institute in General Meeting. Copies of such accounts, balance sheets and documents shall, not later than twenty-one days before the date of the Annual General Meeting, be sent to every member entitled to receive notices of General Meetings in the manner in which such notices are hereinafter directed to be served.

AUDIT

52. The members in General Meeting shall appoint an auditor or auditors. Every such auditor shall be a member of a body of accountants established in the United Kingdom and for the time being recognised for the purposes of section 161(1)(a) of the Companies Act 1948 or the corresponding provision of any Act replacing it. No person shall be appointed auditor who shall be or any of whose partners shall be a member of the Council or the staff of the Institute.
53. The auditor or auditors shall hold office for one year or until resignation and shall be eligible for re-appointment and shall receive such remuneration as may be determined by the Council.
54. If the office of auditor or auditors shall become vacant by death or resignation or any other cause before the expiration of his, her or their period of office the Council shall forthwith appoint an auditor or auditors in his, her or their place for the remainder of such period.
55. The auditor or auditors shall have a right of access at all reasonable times to the books, records, accounts and vouchers of the Institute and shall be entitled to require from the Honorary Officers and the salaried staff of the Institute such information and explanations as may be necessary for the performance of the required duties.
56. An auditor may resign by notice in writing addressed to the Secretary.
57. The auditor or auditors shall make a report to the Institute in General Meeting on the accounts examined and on every balance sheet and statement of accounts laid before the Institute in General Meeting during his, her or their tenure of office, and the report shall so far as relevant contain statements as to the matters mentioned in section 14 of the Companies Act 1967 or the corresponding provision of any Act replacing it. Such report shall be placed before the Institute in General Meeting and shall be open to inspection by any member.
58. The auditor or auditors shall be entitled to attend any General Meeting of the Institute and to receive all notices of and any other communications relating to any such meeting which members are entitled to receive and to be heard at any such meeting which he, she or they attend on any part of the business of the meeting which concerns the auditor or auditors.

ANNUAL GENERAL MEETINGS

59. An Annual General Meeting of members shall be held once in every calendar year at such time and place as may be determined by the Council. Not more than fifteen months shall elapse between Annual General Meetings.
60. The business of the Annual General Meeting shall be:
- (a) to receive and consider the report of the Council on the activities of the Institute;
 - (b) to receive and consider the accounts and balance sheet of the Institute and the reports of the Council and the auditors thereon;
 - (c) to elect the Honorary Officers and members of the Council;
 - (d) to appoint an auditor or auditors; and
 - (e) to transact any other business which under the Laws of the Institute is capable of being transacted at an Annual General Meeting.
61. If any person has any proposals or any matter which he or she wishes to make or bring before an Annual General Meeting he or she shall give thirty days written notice thereof to the Secretary.

EXTRAORDINARY GENERAL MEETINGS

62. A General Meeting of the Institute other than an Annual General Meeting may be convened at any time by the Secretary on the instructions of the Council, or on the written request of the President or at least five members of the Council and shall be so convened within two months of the receipt of a written requisition, signed by not less than twenty Corporate Members of whom at least eight must be Fellows, stating fully the objects of the meeting and deposited at the office of the Secretary. Such requisition may consist of several documents in like form. If no such General Meeting has been convened within two months of the requisition as aforesaid a General Meeting may be convened by the requisition in the same manner as nearly as possible as that in which General Meetings are convened by Council, but so that any such General Meeting shall be convened not later than three months after the expiration of the aforesaid period of two months.

PROCEDURE AT GENERAL MEETINGS

63. Any Special Resolution (as defined by the Charter), any General Regulations and any resolution proposed in accordance with Bylaw 35 which shall be proposed for consideration by the members may be so considered either at an Annual General Meeting of the Institute or at some other General Meeting. In each case notice of the intention to propose such Special Resolution, General Regulation or resolution shall be given to the Secretary in such manner and at such time as may be prescribed by General Regulations and to the members at the time when notice of the Meeting is given to the members.
64. All members shall be entitled to receive notice of and to attend any General Meeting of the Institute but no member other than Corporate Members shall be entitled to vote at any such General Meeting. No Corporate Member shall be

entitled to vote thereat if on the date of such General Meeting his or her subscription is in arrears and has been for a period exceeding three months, provided always that notice has been served on such member in accordance with the Regulations of the Institute.

65. A Corporation Affiliate may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any General Meeting of the Institute, and the person so authorised shall be entitled to exercise the same powers on behalf of the Corporation Affiliate which he or she represents as such Corporation Affiliate could exercise if it were an individual member.
66. No business shall be transacted at any General Meeting (other than the adjournment thereof) unless a quorum of members is present at the time when the Meeting proceeds to business. Twenty Corporate Members personally present and entitled to vote shall constitute a quorum except where a meeting which was either an Annual General Meeting or was convened on the instructions of the Council is required to be adjourned by reason of the absence of a quorum, in which case the Corporate Members present at the adjourned Meeting shall be a quorum.
67. Every resolution put to a General Meeting of the Institute shall be decided in the first instance on a show of hands. Upon the result of the show of hands any Corporate Member present and entitled to vote may demand a poll. Every Corporate Member personally present or by proxy and entitled to vote shall be entitled to one vote and in the case of an equality of votes the Chairman of the Meeting shall be entitled to a second or casting vote.
68. No objection shall be made to the validity of any vote except at a meeting at which such vote shall be tendered and every vote not disallowed at such meeting shall be valid. The Chairman of the meeting shall be the sole and absolute judge of the validity of every vote tendered at any meeting.
69. Subject to the Charter and these Bylaws the following matters relative to General Meetings shall be prescribed and regulated by General Regulations:
 - (a) the appointment of a Chairman of each meeting;
 - (b) the circumstances in which and the means by which a meeting may be adjourned;
 - (c) the period, which shall be not less than twenty-one days, and form of notice of every meeting to be given to each member entitled to attend thereat;
 - (d) the procedure to be adopted in the event of a poll being demanded.
70. The accidental omission to give notice of a meeting to or the non-receipt of a notice of a meeting by any member, or the attendance and voting at any meeting of any person subsequently found not to have been entitled so to attend and vote, and any other defect in the convening, calling and conduct of the meeting shall not invalidate the proceeding thereat.

NOTICES

71. A notice 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 or her registered place of address.
72. Each member shall from time to time notify in writing to the Institute an address in the United Kingdom at which notices may be served upon him or her, which shall be deemed his or her registered place of address. Subject as aforesaid only members having a registered place of address in the United Kingdom shall be entitled to have notices served upon them.
73. Any notice 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 Bylaws shall be sufficiently given if advertised in such manner as may be determined by General Regulations.
74. Any notice sent by post shall be deemed to have been served seven days after the envelope or wrapper containing the same is posted, and in proving such service it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed, prepaid and posted. A certificate in writing signed by any officer of the Institute that the envelope or wrapper containing the notice was so addressed, prepaid and posted shall be sufficient evidence thereof.
75. The signature to any notice to be given by the Institute may be written or printed.
76. Every notice or application to the Council or to the Secretary, except where otherwise specifically provided by or in accordance with the Laws of the Institute, shall be deemed to be sufficiently given or made if the same be signed by the persons giving or making the same, and be delivered to the Secretary personally or be left at the office of the Institute addressed to him or her within normal working hours on any day, except a Saturday, Sunday or public holiday, or be forwarded to him or her at the office of the Institute by post prepaid, and every person giving or making such notice or application shall be entitled to require acknowledgement by the Secretary of the receipt of such notice or application.
77. Notice of any General Meeting of the Institute shall be given in any manner provided by General Regulations to:
 - (a) every member except those members who (having no registered address within the United Kingdom) have not supplied the Institute with an address in the United Kingdom for the giving of notices to them;
 - (b) the auditor or auditors for the time being of the Institute.

No other person shall be entitled to receive notices of or to attend General Meetings.

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

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.

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.

(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.

(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).*
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.
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.

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 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.

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 ICF News 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.*
 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 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)

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

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.

(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.

(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)
(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

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.*
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
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*

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)

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.
 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.

(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.*

(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.

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)