



THE INSTITUTION OF ENVIRONMENTAL SCIENCES

BYELAWS

Definitions and Interpretations

A The clause headings hereto shall not affect the construction thereof.

In these Byelaws the following words or expressions, unless there is something in the subject or context inconsistent therewith, shall bear the following meanings.

"Application Review Panel" means the panel formed to scrutinise and check the credentials of all persons applying for professional membership or re-grading between professional membership categories.

"Committees" means the Committees, Sub-Committees, Panels or similar sub-divisions of a Committee.

"Continuing Professional Development" means the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities for the execution of professional duties.

"Disciplinary Board" means the body appointed by the Council to adjudicate upon allegations of improper conduct referred to it by the Professional Conduct Panel.

"External registrations" means registrations with bodies outside of the Institution that are determinant on membership of the Institution.

"Expulsion" means the exclusion of a member from membership of the Institution and from the register of members and External Registrations, other than an exclusion which constitutes a Suspension.

"Improper Conduct" means:

i) any breach of the provisions of the Memorandum and Articles of Association or of these Byelaws or any Regulations or Rules made or given thereafter;

ii) failure to pay an order for costs under byelaw 11 within any relevant time limit prescribed;

iii) any criminal offence which, in the opinion of the Disciplinary Board, is of a nature that specifically renders that person unfit to be a member; or

iv) any other conduct which shall indicate unfitness to be a member or shall otherwise be unbecoming to a member.



"The Institution" means The Institution of Environmental Sciences

"Meetings" means General Meetings of the Institution, including Annual General Meetings.

"Members" means all members of the Institution.

"Officers" means members of Council elected to hold honorary positions.

"Professional Conduct Panel" means the body appointed by Council to investigate allegations of improper conduct.

"Serious Criminal Offence" means an offence involving dishonesty or deception or any other offence punishable by a Court of competent jurisdiction by a term of imprisonment of 12 months or more (whether or not any custodial sentence is in fact imposed).

"Suspension" means temporary exclusion of a member from membership of the Institution for a period specified by the Disciplinary Board or independent tribunal.

"Voting Members" means all members of the Institution of the grade Fellow and Member other than Honorary Fellows and Members or any person whose membership derives solely from an *ex officio* appointment.

Membership

B Membership of the Institution is open to any person interested in the object of the Institution.

The professional grades of individual membership are awarded on the basis of the applicant's academic and professional achievements. The criteria for the grades are from time-to-time defined and ratified by the Council and may be briefly described as follows:

Associate Member (AMEnvSc)

For persons possessing a relevant honours degree or its equivalent and with limited additional experience.

Member (MEnvSc)

A person with significant relevant academic and/or professional experience.

Fellow (FEnvSc)

A person who has achieved distinction in the field of environmental sciences.

The non-professional grades are applied to those who show an interest in environmental science. These grades can be briefly described as:



Affiliate

For persons (including students) wishing to join the Institution but with qualifications lower than those required for Associate membership.

Student Member (SMIEnvSc)

For persons studying on an IES accredited programme.

Power under which Byelaws are made

- 1 These Byelaws are made, and are subject to revision, under the Articles of Association of THE INSTITUTION OF ENVIRONMENTAL SCIENCES LIMITED and should be read in conjunction with the said Articles.

Commencement of Byelaws

- 2 These Byelaws shall operate on and from 12th January 2017 and shall supersede all other Byelaws previously in force.

Applications for membership

- 4 (a) Applications for membership shall be in the form approved by the Council. Every applicant shall satisfy the Council that he or she is suitably qualified and has fulfilled the requirements prescribed by these Byelaws as a condition of professional membership. The applicant shall produce such evidence of fitness for admission as the Council shall deem appropriate.
- (b) The Application Review Panel shall administer and regulate the admission of new members for the grades of Member and Associate, and the re-grading of existing members. The terms of reference of this panel will be the Application Grading System approved by Council.
- (c) The Application Review Panel shall consist of at least two members of the Council and/or Vice Presidents. If their decision is not unanimous the application will be reviewed by an additional member of Council or a Vice President prior to the awarding of any grade.
- (d) Fellowship applications will be reviewed by the Fellowship Committee and a recommendation made to Council for approval.

Refusal of applications and appeals

- 5 A person who has been refused admission to any grade of membership of the Institution shall have the right of appeal. Application appeals will be considered by at least two members of Council or Vice Presidents who were previously not involved in the original assessment of the application.



Honorary Membership

- 6 (a) Honorary Members may be admitted to membership and shall be persons who, by reason of their position or of their eminence in the environmental field or of their experience in matters relating to the environment, may appear to the Council to be able to render assistance in promoting the object of the Institution. Such persons shall remain Honorary Members at the pleasure of the Council.
- (b) The Council may grant to persons the use of the title “Honorary Fellow” or “Honorary Member” of the Institution and the designatory letters HFIEnvSc or HMIEnvSc.
- (c) Honorary Members shall be exempt from the payment of application fees and annual subscriptions.

Voting rights

- 7 Only Voting Members shall be entitled to vote at Meetings.

Exemption from payment of subscriptions

- 8 The Council may in their absolute discretion remit, reduce or waive the annual subscription of any Member on such grounds as the Council may consider proper, to include retirement or hardship.

Undertaking to observe regulations

- 9 Applicants for membership shall undertake that they shall, if admitted, observe and be bound by the Articles, Byelaws and rules and regulations of the Institution from time-to-time in force so long as they remain a member.
- 10 Members who cease to be members should not use any description or letters denoting or implying membership.

Disciplinary Procedures

- 11 (a) In the event of a complaint of Improper Conduct Council shall appoint:
- (i) A Professional Conduct Panel to investigate allegations of improper conduct by a member. The Panel will consist of not less than three Fellows, of whom at least one shall be past or present members of Council. Three members of the Professional Conduct Panel, including at least one past or present member of the Council shall be a quorum. If the allegation does not appear to the Professional Conduct Panel to disclose any case to answer the Professional Conduct Panel shall dismiss the case.



- (ii) A Disciplinary Board to adjudicate upon any allegations of improper conduct referred by the Professional Conduct Panel. The Disciplinary Board shall consist of not less than five members, including one Vice-President but none of whom shall have sat on the Professional Conduct Panel who referred the matter to the Disciplinary Board. The Disciplinary Board may, if it sees fit, appoint a practising barrister or solicitor to sit with it for the purpose of advising.
 - (b) Council shall make and may amend or rescind Regulations for the purpose of determining the respective constitutions and memberships of the Professional Conduct Panel and the Disciplinary Board. The Council shall appoint a Chairman and Vice-Chairman of the Professional Conduct Panel and of the Disciplinary Board.
 - (c) If any member is found guilty of improper conduct, the Disciplinary Panel shall have the power to reprimand, suspend, expel, or make an order as to the payment of costs against that member.
- 12 An expelled member shall forfeit all claims to a rebate of any membership fees and will cease to be a member and will be removed from all External Registers.
- 13 A member found guilty of Improper Conduct shall have the right of appeal to an independent tribunal designated by the Council which shall have the power to revoke, vary or uphold the decision of the Disciplinary Board. This independent tribunal shall also have the power to make an order for the payment of the costs of the tribunal. The decision of the independent tribunal shall be final.

Certificates of membership

- 14 Certificates of Honorary and Professional Membership shall be signed by the Chair of Council and shall be given under the Seal of the Institution.

Designation of President, Past President and Vice-President

- 15 (a) On appointment and for the duration of his office, the President shall be entitled to use the title "President of the Institution of Environmental Sciences".
- (b) On relinquishing office the President shall be entitled to use the title "Past President of the Institution of Environmental Sciences".
- (c) On appointment and for the duration of their office, the Vice-Presidents shall be entitled to use the title "Vice-President of the Institution of Environmental Sciences".

Composition of Council

- 16 (a) No person shall be eligible for election as a voting member of Council unless they are a Voting Member.



- (b) The President is an *ex officio* non-voting Member of Council.
- (c) The Council at the first meeting after the Annual General Meeting shall elect the following Honorary Officers:
 - (i) Chair
 - (ii) Vice-Chair
 - (iii) Secretary
 - (iv) Treasurer.
- (d) The year of office of the Officers of the Institution shall be from the date of the Annual General Meeting to the date of the next Annual General Meeting.
- (e) The term in office for all post-holders shall be three years. Those Council Members who have completed a term of office as Chair or Vice-Chair must retire from post at the end of the three-year period, unless the Council extend the term for 12 months on a resolution passed by the Board with the approval of at least 75% of the Council Members entitled to vote. They cannot be re-elected to that office until the expiry of one year from the termination of office. The Treasurer and Secretary may be re-elected multiple times.

Committees and Representation

- 17 The Council shall review and designate such Committees as it considers necessary to carry out the business of the Institution and determine the procedures for running such Committees.
- 18 The powers and terms of reference of Committees shall be those designated and verified from time-to-time by Council.
- 19 The Council may from time to time appoint persons or bodies and determine the terms of reference for such persons or bodies to:
 - (i) represent the Institution outside of the UK for a limited period; or
 - (ii) carry out a specific special duty for a limited period.

In each case on such terms and subject to such conditions as Council may feel appropriate.

Casual vacancies



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In the event of a vacancy arising on Council or any committee, Council may approve or fill such a vacancy, subject to the provisions of the Articles of Association.