



THE INSTITUTION OF ENVIRONMENTAL SCIENCES BYELAWS

1 Definitions & Interpretations

In these Byelaws the following definitions apply:

Application Review Panel	the panel formed to scrutinise and check the credentials of all persons applying for professional membership or re-grading between professional membership categories
approved office process	A process approved by Council that may allow an individual to automatically attain membership, for example by completing training or graduating from an accredited degree
committees	committees, sub-committees, panels or any similar sub-divisions determined by the Council
Disciplinary Board	the body appointed to adjudicate upon allegations of improper conduct referred to it by the Professional Conduct Panel
external registrations	registrations with bodies outside of the Institution that lead to internally recognised designations, such as Chartered Environmentalist and Chartered Scientist
expulsion	the exclusion of a member from membership of the Institution and from external registrations, other than an exclusion which constitutes a suspension
Honorary Officers	members of Council elected to hold honorary positions
improper conduct	any breach of the provisions of the Articles of Association, these Byelaws, the Code of Conduct or any regulations or rules made or given thereafter; or failure to pay an order for costs under byelaw 11 within any relevant time limit prescribed
the Institution	The Institution of Environmental Sciences
Members	all members of the Institution
Professional Conduct Panel	the body appointed to investigate allegations of improper conduct.
professional grades	Associate, Full and Fellow Members of the IES
suspension	temporary exclusion of a member from membership of the Institution for a period specified by the Disciplinary Board or independent tribunal
voting members	all members with the right to vote at AGMs

2 Power under which Byelaws are made

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 Articles.

3 Commencement of Byelaws

These Byelaws shall operate on and from 17th April 2019 and shall supersede all other Byelaws previously in force.

4 Membership

Membership of the Institution is open to any person interested in, and willing to support, the Objects 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. They are briefly described as follows:



Associate Member (AMEnvSc)

A person possessing a relevant bachelor's degree, equivalent qualification or experience and with limited or no additional relevant work experience.

Member (MIEnvSc)

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

A person (including students) wishing to join the Institution, but with insufficient work experience for professional membership in fields recognised as relevant to membership, or with qualifications lower than those required for Associate membership.

Student Member (SMEnvSc)

A person studying on an IES accredited programme.

5 Applications for membership

- (1) Applications for membership shall be in the form approved by the Council. Every applicant shall satisfy the Application Review Panel or approved office process that they are suitably qualified and has fulfilled the requirements prescribed by these Byelaws as a condition of professional membership, producing such evidence as the Application Review Panel shall deem appropriate.
- (2) The Application Review Panel shall administer 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.
- (3) The Application Review Panel shall consist of at least two Members or Fellows of the IES trained to review Membership applications. If their decision is not unanimous the application will be reviewed by an additional Member or Fellow trained to review Membership applications.
- (4) Fellowship applications will be reviewed and approved by the Fellowship Committee.

6 Refusal of applications & appeals

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 the Council who were previously not involved in the original assessment.

7 Undertaking to observe regulations

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



8 Honorary Membership

- (1) The Council may grant to persons the use of the title “Honorary Fellow” or “Honorary Member” of the Institution with the designatory letters HFIEnvSc or HMIEnvSc. Such persons shall remain Honorary Members at the pleasure of the Council.
- (2) Honorary Members and Honorary Fellows shall be persons who
 - a. 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 Objects of the Institution.
 - b. Individuals who have rendered sustained and/or outstanding assistance to the Institution
- (3) Honorary Members shall be exempt from the payment of application fees and annual subscriptions.

9 Exemption from payment of subscriptions

The Council may in their discretion remit, reduce or waive the annual subscription of any Member on such grounds as they may consider proper, including retirement, parental leave or hardship.

10 Disciplinary Procedures

In the event of a complaint of Improper Conduct:

- (1) the CEO shall appoint 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.
- (2) If the Professional Conduct Panel determine that there is a case to be answered, the Chair of Council shall appoint a Disciplinary Board to adjudicate upon any allegations of improper conduct referred by the Professional Conduct Panel. The Chair will also appoint a Chair of the 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.
- (3) 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.
- (4) If any member is found guilty of improper conduct, the Disciplinary Panel shall have the power to reprimand with advice, reprimand with conditions, suspend, or expel.
- (5) An expelled member shall forfeit all claims to a rebate of any membership fees, will cease to be a member and will be removed from relevant external registers.
- (6) A member found guilty of Improper Conduct shall have the right of appeal within ten working days of the date of the letter of the decision from the Disciplinary Board.
 - a. Where the appeal is on the grounds of new evidence the request will be considered by the Chair of that Disciplinary Board who may, if leave to appeal is granted, constitute the Disciplinary Board to hear the additional evidence.
 - b. 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.
 - c. Where the grounds for appeal are an alleged injustice the request will be considered by an Independent Tribunal designated by Council. This 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 and there will be no right to a second appeal.

- d. If the request to appeal is denied, the basis for this will be communicated in writing to the Appellant and the decision of the Disciplinary Board will be upheld.

(7) In the event of a sanction being applied by the Disciplinary Board, a report with names anonymised shall be submitted to Council.

11 Elected Directors

- (1) Only voting members shall be eligible to stand as an elected director.
- (2) At the Council meeting before the AGM the directors will determine the number of elected places available at the AGM, bound by the minimum and maximum numbers outlined in the Articles.
- (3) Referencing the skills audit, diversity policy or any other source they see fit, the Council may publish advice on the type of individuals they are seeking.

12 Appointed Directors

- (1) A majority of elected directors can appoint an appointed director at any time, bound by the minimum and maximum numbers outlined in the Articles.

13 Honorary Posts

- (1) The Council at the first meeting after the Annual General Meeting shall elect the following Honorary Officers:
 - a. Chair
 - b. Vice-Chair
 - c. Treasurer
- (2) The term in office for all Honorary Posts shall be three years, from the date of the Annual General Meeting to the date of the next Annual General Meeting.
- (3) The 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 a majority of the Council Members.
- (4) The Treasurer can be re-elected multiple times.

14 President and Past President

- (1) There will be one President of the Institution at any one time.
- (2) Council, by a majority vote, have the power to appoint, re-appoint, or end the term in office of a President.
- (3) One term in office for a President shall be two years.
- (4) On appointment and for the duration of their office, the President shall be entitled to use the title "President of the Institution of Environmental Sciences".
- (5) On relinquishing office, the President shall be entitled to use the title "Past President of the Institution of Environmental Sciences".
- (6) The President may be invited by the Chair to attend meetings as a non-voting member.

15 Vice-Presidents

- (1) A majority of directors can elect a Vice President at any time
- (2) Vice Presidents serve at the discretion of Council, and Council may determine from time-to-time the number of Vice Presidents and terms in office.



- (3) Vice Presidents should be invited to attend Council meetings as non-voting members, but Council have the power not to extend an invitation if there is a sufficient reason.
- (4) 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”.

16 External Representation

- (1) The Council may from time to time appoint persons or bodies and determine the terms of reference for such persons or bodies to:
 - a. represent the Institution for a limited period; or
 - b. carry out a specific special duty for a limited period.
- (2) In each case on such terms and subject to such conditions as Council may feel appropriate.

17 Frequency of meetings

The Council shall meet at least four times a year (and more frequently as they may see fit) for the dispatch of business.