



Council Regulations

March 2019 v5 FINAL

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Revisions

<i>Version</i>	<i>Date</i>	<i>Status & Changes</i>
4.0	2016 May	Published version
5.0	2019 March	Final published version, approved by Council on 7 March 2019

Definitions

Body Corporate: Registered Members, Fellows and Honorary Fellows, including those with Retired status, who all have full voting rights.

COO: Chief Operating Officer

CPD: Continuous Professional Development

NDA: Non-Disclosure Agreement for Volunteers

PAB: Professional Affairs Board

1. Status of these Regulations

1.1 Relationship to other governance documents

- 1.1.1 The CIEHF is established to fulfil the objectives defined in the Charter and in accordance with the Byelaws. The rules and operating procedures are defined in the General Regulations and their Appendices (Code of Conduct, Disciplinary Regulations and Roles of the Executive Officers of the Institute) and these Council Regulations and their Appendices.
- 1.1.2 In the event of any inconsistency between the provisions of the Charter, the Byelaws, the General Regulations and these Council Regulations, the provisions of the Charter, the Byelaws and the General Regulations takes precedence.
- 1.1.3 The Byelaws and General Regulations dictate that these Regulations must include:
- Criteria for membership of all grades [Byelaw 4.2]
 - Quality and frequency of CPD demonstrations [Byelaws 8 & 9]
 - Payment time and manner of membership fees [Byelaws 13 & 16.1]
 - Determination of Appointed Officers [Byelaw 32]
 - Determination of Ex-Officio members of Council [Byelaw 33]
 - Council proceedings, notice and quorum [Byelaw 44]
 - Engagement of workers by the Chief Executive [Byelaw 55]
 - Regulations, governance and membership of Membership Groups [Byelaw 63]
 - Titles, designatory letters and symbols for membership grades [General Regulation 10]
 - Conditions for career breaks [General Regulation 10]
 - Limits for membership arrears [General Regulation 11]
 - Proceedings of General Meetings [General Regulation 29]
 - Conduct of Council business [General Regulation 34]
 - Description of and delegation to PAB [General Regulation 3]

1.2 Availability of documents

- 1.2.1 The Charter, Byelaws, General Regulations and Council Regulations of the CIEHF must be publicly available.

2. The Council

2.1 Election to Council

- 2.1.1 Forthcoming vacancies on Council will be identified and calls for nomination made at least 10 weeks before the AGM at which new members will be elected. These will be published and the nomination process made available.
- 2.1.2 Nominees for Council membership must be supported by two members of the Body Corporate. Nominees for Grade Representatives to Council must be supported by two by members of that grade. Duly completed nominations must be received by the CIEHF to permit notification to the membership at least 35 clear days before the AGM.
- Nominees must initiate their own nomination process but may not support themselves.
 - Nominees must agree to the declaration included in the nomination process to confirm their fitness to serve as a Trustee of the CIEHF.

- 2.1.3 In the event of a new grade of membership being created (or an existing grade of membership) within the class of membership with limited voting rights, Council may suspend the election of a representative member from that grade of membership until the number of members in the grade exceeds 25 members.
- 2.1.4 The Appointed Officers of the CIEHF are appointed from the members of the Body Corporate elected as Trustees, but not as Executive Officers. They are the Chairs of the Professional Affairs Board and the Membership Committee, and such other committees as Council may from time to time create.
- 2.1.5 In the event of there being no nominations for any vacant Executive Committee positions at the time of the AGM, Council will co-opt someone to fill the vacancy until the following AGM.
- 2.1.6 Council may also appoint Trustees as 'Champions' in those areas it sees fit. These may include Events Champion and PR Champion. Council may also agree the appointment of a Data Protection Officer as recommended in the General Data Protection Regulations.
- 2.1.7 Council appoints the COO to be an ex-officio member of Council. Council may invite anyone else it sees fit to be an ex-officio member of Council.
- 2.1.8 Once elected, all members of Council must sign the CIEHF's NDA. All other attendees at Council must also sign an NDA.

2.2 Meetings of Council

- 2.2.1 The calling notice for a Council meeting must be distributed to Council members and published to the full membership not less than four weeks before the date of the meeting.
- 2.2.2 The agenda and other documents must be made available to all Council members not less than seven days before the meeting.
- 2.2.3 The draft minutes of Council meetings must be distributed to Council members at least four weeks before the date of the following meeting.
- 2.2.4 Any member of the CIEHF may bring an item to the attention of Council via the Chief Executive or via any member of Council.
- 2.2.5 The Executive Committee is responsible for setting the agenda of any Council meeting.
- 2.2.6 A quorum at a Council meeting shall be eight Trustees of whom at least one must be an Executive Officer. Remote attendance is permitted and is included in the quorum.
- 2.2.7 All Trustees are entitled to vote at a Council meeting on any item the Chair sees fit to bring to a vote. In the event of a tied vote, the Chair has the casting vote.
- 2.2.8 The draft minutes of the previous Council meeting must be corrected if necessary before they are approved and signed by the Chair of the meeting. Any confidential items must be identified and redacted before the minutes are published.

2.3 Council business

- 2.3.1 Council must review and approve the CIEHF's accounts at least once per calendar year and must endorse the CIEHF's expenditure budget proposed by the Chief Executive in collaboration with the Treasurer.
- 2.3.2 Council must endorse a Reserves Policy for the management of the CIEHF's financial reserves.
- 2.3.3 Council must bring to the attention of, and ask for advice from, the Registrar, any matters of concern relating to any potential breach of the Code of Conduct by any member, or on any matter

where confirmation is needed on adherence to the Charter, Byelaws and General Regulations.

2.4 Council's role in the AGM

- 2.4.1 Council delegates the organisation and administration of the AGM to the COO.
- 2.4.2 Council shall, at the AGM, recommend to the Body Corporate to accept the Annual Report and Institute Accounts.
- 2.4.3 Council must consider, at the next Council meeting, any points raised at an AGM concerning operational matters.

2.5 Changes to General Regulations

- 2.5.1 Any proposals for changes by Ordinary Resolution to the General Regulations should be sent to the Chief Executive at least 45 clear days before the AGM to give time for the Registrar to be consulted as to the validity of the change with respect to the Charter and Byelaws.
- 2.5.2 If the change is in accordance with the Charter and Byelaws, the proposal must be taken forward to a vote by the members of the Body Corporate which is counted at the AGM.
- 2.5.3 If the result is in favour of the change to the Regulation, the change should be made immediately, and the Regulations reissued.

3. The Chief Executive

3.1 Management of Council activities

- 3.1.1 The Chief Executive shall appoint such staff, contractors or others as deemed necessary to carry out the CIEHF's management and operational activities.
- 3.1.2 The Chief Executive shall sign, or give consent for the COO to sign, such contracts with third party suppliers as deemed necessary for the fulfilment of CIEHF activities.

4. Committees

4.1 Types of Committee

- 4.1.1 Council has two types of Committee:
 - Standing Committees, which are the Executive, the Professional Affairs Board and the Honours Committee.
 - Other committees which are prescribed by these Regulations to undertake specific work.

4.2 The Executive Committee

- 4.2.1 The Executive Committee consists of:
 - the four Executive Officers
 - the Chief Executive
 - the Chief Operating Officer (ex-officio)
- 4.2.2 The Executive Committee's remit is:
 - To set the agenda for Council meetings.

- To suggest work to be completed by the Management or Operational Team or by Council members for consideration by the Executive.
- To review papers for the consideration of Council.
- To maintain membership of and appoint CIEHF representatives to National and International organisations as from time to time Council may specify.

4.2.3 The Executive Committee must meet at such frequency as its work requires but not less than four times a year in advance of Council meetings.

4.3 Professional Affairs Board

4.3.1 PAB consists of:

- The Chair of PAB, who is an Ordinary Member of Council.
- The Registrar.
- 12 members of the Body Corporate elected by the Body Corporate.
- The Chief Operating Officer (ex-officio).

4.3.2 Members of PAB must include at least three Fellows and at least three Registered Members.

4.3.3 The term of office of the Chair of PAB is dependent on their membership of Council but may be ended at any time by Council.

4.3.4 Members will be elected for a three-year term, but no member can serve for more than two terms consecutively before standing down for at least one year.

4.3.5 The term of office of any elected PAB member may be suspended or ended if any of the following events occurs:

- They resign their office in writing to the COO.
- They cease to be a member of the Body Corporate in good standing.
- They refuse to sign the CIEHF's Non-Disclosure Agreement.
- They are found to have been in breach of the CIEHF Code of conduct.
- They miss three consecutive meetings without reasonable cause.

4.3.6 Council determines the remit and Terms of Reference for PAB as set out in the PAB Rules.

4.3.7 Council delegates and gives authority for the functions and responsibilities of PAB as set out in the PAB Rules. These include delegation and responsibility for:

- All matters of accreditation, certification and professional development with the specific responsibility to uphold established standards.
- Maintaining the professional standards of individual members and Registered Consultancies as set down in the Code of Professional Conduct, and management of the Disciplinary Regulations.
- Maintaining the Registers of the CIEHF in accordance with the Byelaws and General Regulations.
- Dealing with complaints and appeals concerning the CIEHF or its membership.

4.3.8 The PAB must meet at such frequency as its work requires but not less than four times a year.

4.3.9 Forthcoming vacancies on PAB will be identified and calls for nomination made at least 10 weeks before the AGM at which new members will be elected. These will be published and the nomination process made available.

4.3.10 Nominees for PAB membership must be supported by two members of the Body Corporate. Duly completed nominations must be received by the CIEHF to permit notification to the membership at least 35 clear days before the AGM.

- Nominees must initiate their own nomination process but may not support themselves.
- Nominees must agree to the declaration included in the nomination process to confirm their fitness to serve as a member of PAB.

4.3.11 In the event of there being too few nominations to fill forthcoming vacancies on PAB, PAB may co-opt suitable candidates from the Body Corporate to fill these vacancies.

4.3.12 Once elected, all members of PAB must sign the NDA.

4.4 The Honours Committee

4.4.1 The Honours Committee consists of:

- The Past President as Chair.
- Members as determined by the Chair, normally the current President and last four Past Presidents (excluding the current Past President).

4.4.2 The term of office of the Chair is dependent on their term as Past President. The term of office of all other Past Presidents is three years but may be extended by agreement of Council.

4.4.3 The term of office of the Chair or any other member may be ended at any time by Council.

4.4.4 The primary function of the Honours Committee is to recognise individuals and groups who have contributed exceptional volunteering, contributions to the discipline and the noteworthy application of ergonomics and human factors in the UK and the awards of distinction each year.

4.4.5 The secondary functions of the Honours Committee include the nomination of an invitee to give the Institute Lecture and to administer awards of Honorary Fellowship.

4.4.6 The Committee must meet as necessary to ensure the awards can be presented at the annual Ergonomics & Human Factors conference.

4.5 The Membership Committee

4.5.1 The Membership Committee consists of:

- The Chair of the Membership Committee, who is an Ordinary Member of Council.
- Up to eight others to be appointed by Council and to be representative of all grades of membership.

4.5.2 The term of office of the Chair is dependent on their continuing membership of Council and may be ended at any time by Council.

4.5.3 The primary function of the Membership Committee is to ensure that membership of the CIEHF remains attractive, valuable and career-enhancing.

4.5.4 The secondary functions of the Membership Committee are:

- To formulate and investigate the feasibility of initiatives for gaining new members.
- To formulate and investigate the feasibility of initiatives for the retention of existing members.
- To work with PAB and the Membership Manager to ease and streamline application processes.
- To review and suggest improvements to the membership benefits package.
- To work with the CE and COO to formulate and drive the Delivery Plan relating to membership matters.

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

4.6 The Annual Conference Programme Committee

- 4.6.1 The Annual Conference Programme Committee consists of:
- The Chair, who will be nominated by the COO, and must be approved by Council.
 - Other members as necessary and selected by the Chair.
- 4.6.2 The term of office of the Chair is three years but may be extended by agreement of Council.
- 4.6.3 The primary function of the Annual Conference Programme Committee is to be responsible for reviewing and selecting content, papers and proposing workshops for the Annual Conference and for the selection of an annual 'best paper' award.
- 4.6.4 The Committee is supported by the COO and the Events Manager.

4.7 Other committees

- 4.7.1 The other committees of Council are Events Programme Committees and any other committees as deemed necessary by Council.
- 4.7.2 An Events Programme Committee consists of three to six members who are knowledgeable in the events topic area.
- 4.7.3 The primary function of the Event Programme Committees is to ensure that national events that are organised and run by the CIEHF are of high quality, provide value and benefit to attendees and the CIEHF and contribute to continuing professional development.
- 4.7.4 The Event Programme Committees are supported by the COO and the Events Manager.

4.8 Chairs of Committees

- 4.8.1 The Chairs of Council's Committees must be members of the Body Corporate.
- 4.8.2 When a vacancy arises for a Chair of a Standing Committee, a suitable candidate should be elected at the next Council meeting.
- 4.8.3 If it sees fit, Council may authorise the election of more than one Chair at any one time to any of its committees, to operate as co-Chairs.

5. The Registrar

5.1 The role

- 5.1.1 The Registrar provides general oversight of the governance systems and ensures that a register of professional ergonomists and human factors specialists, whose competence has been certified by the CIEHF, is maintained in the public interest.

5.2 Responsibilities

- 5.2.1 The Registrar has a constitutional role in the governance of the CIEHF and has the following responsibilities:
- To ensure that the decisions of Council and its committees, such as PAB, are properly made.
 - To advise on the rules and governance processes, including interpretation and impact of policy, conduct, standards and on compliance with statutory requirements.
 - To oversee the development and maintenance of the Code of Professional Conduct.

- To learn about external regulations, standards of governance and examples of good practice in order to assist Council and the Chief Executive.
- To manage disciplinary actions, complaints and appeals, ensuring that they are each dealt with in accordance with CIEHF rules and regulations. The appeals process is set out in the PAB Rules.

5.2.2 The Registrar's signature must accompany anything bearing the Seal of the Institute.

5.3 Appointment

5.3.1 PAB is responsible for identifying a suitable candidate and proposing them to Council for ratification.

5.3.2 The Registrar must be a Registered Member or Fellow or Honorary Fellow (or Retired Registered Member or Fellow).

5.3.3 The term of appointment is fixed and is four years, though this may be extended by up to six months.

6. Membership

6.1 Criteria

6.1.1 The criteria and procedures for accrediting applicants to the CIEHF's grades of membership are prescribed in the PAB Rules. This includes referee and mentor requirements.

6.2 Titles and post-nominals

6.2.1 Members of the Body Corporate so accredited may use the following titles and post-nominals.

- Registered Members (and those with Retired status) may use the title 'Registered Member of the Chartered Institute of Ergonomics & Human Factors' and the post-nominals 'MCIEHF'.
- Fellows (and those with Retired status) may use the title 'Fellow of the Chartered Institute of Ergonomics & Human Factors' and the post-nominals 'FCIEHF'.
- Honorary Fellows may use the title 'Honorary Fellow of the Chartered Institute of Ergonomics & Human Factors' and the post-nominals 'Hon.FCIEHF'.
- Members with Chartered status may also to use the title 'Chartered Ergonomist & Human Factors Specialist' and the post-nominal 'C.ErgHF', and may combine the titles or post nominals in any sequence.
- Technical Members (and those with Retired status) may use the title 'Technical Member of the Chartered Institute of Ergonomics & Human Factors' and the post-nominals 'Tech.CIEHF'.
- Technical Members (and those with Retired status) who have completed a CIEHF Learning Pathway may use the title 'Human Factors Technical Specialist (Sector)' and the post-nominals 'Tech.CIEHF'.
- Graduate Members (and those with Retired status) may use the title 'Graduate Member of the Chartered Institute of Ergonomics & Human Factors' and the post-nominals 'Grad.CIEHF'.
- CIEHF Registered Consultancies may use the title 'Chartered Institute of Ergonomics & Human Factors Registered Consultancy' and the appropriate CIEHF logo.

6.2.2 The following descriptors may be used in recognition of CIEHF-accredited Qualifying Courses and Short Courses:

- An educational establishment which the PAB has accredited as providing a Qualifying Course may, in association with the course, use the CIEHF-accredited course logo and the text 'This is a CIEHF- Accredited Qualifying Course'.
- Any organisation which the PAB has accredited as providing an Accredited ergonomics/human factors Short Course may, in association with the course, use the CIEHF-accredited course logo and the text 'This is a CIEHF-Accredited Short Course'.

6.3 Student Membership

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

6.4 Retired status

6.4.1 Fellows, Registered Members, Technical Members and Graduate Members with a period of membership of at least ten years may apply for Retired status. Retired status may be granted by the Membership Manager.

6.4.2 Fellows and Registered Members with Chartered status will lose their Chartered status on being granted Retired status.

6.4.3 In all other ways members with Retired status will retain the same rights, responsibilities and privileges as they had before they were granted Retired status, and will:

- Pay a reduced subscription rate.
- Be exempted from the requirement to submit regular CPD returns.
- Remain on the membership list, being identified as Retired.

6.4.4 The requirements and process for reinstatement to full membership status following a period of Retired status are prescribed in the PAB Rules.

6.5 Career breaks

6.5.1 The application criteria, requirements and process for reinstatement following a career break are prescribed in the PAB Rules.

6.6 Subscriptions and fees

6.6.1 Council will review, endorse or amend membership subscriptions or fees proposed by the Chief Executive in collaboration with the Treasurer, for all grades.

6.6.2 The new subscription rates will be listed on the CIEHF website and published to members at least one calendar month before the new rates become due.

6.6.3 The membership subscription will become payable on the expiry of the existing subscription.

6.6.4 Members with Chartered status who have not paid their subscription within three months of the due date will be deemed as not in good standing and their names will be withdrawn from the Public Register of Chartered Ergonomists & Human Factors Specialists.

6.6.5 Membership will have deemed to have lapsed for any member who has not paid their subscription within three months of the due date, at which point their membership benefits may be withdrawn.

6.6.6 The requirements and process for the reinstatement of lapsed membership for Fellows, Registered Members, Technical Members, Graduate Members and Registered Consultancy Members are prescribed in the PAB Rules.

6.6.7 The reinstatement of all other members will be complete on payment of the relevant subscription.

6.7 CPD quality and frequency

6.7.1 Technical Members, Registered Members, Fellows & Honorary Fellows must regularly submit CPD records. Such CPD records must be submitted to the CIEHF annually, via the CIEHF's website.

6.7.2 To be assessed as acceptable, the CPD records that members are required to submit must reflect a substantial level of activity appropriate to standards prescribed in the PAB Rules.

6.7.3 Members with Chartered status who fail to submit acceptable CPD each year will no longer be eligible for Chartered status and will be withdrawn from the public register of Chartered Members. They will retain all other rights, responsibilities and privileges associated with their membership grade.

6.7.4 The requirements and process to regain Chartered status are prescribed in the PAB Rules.

6.8 Membership groups

6.8.1 Membership groups shall be of such type as Council may from time to time define.

6.8.2 Regional membership groups shall relate to a defined geographic region either of the UK or the wider world and shall be open to members and non-members.

6.8.3 Sector Groups and Special Interest Groups shall be specific to a defined topic of ergonomics knowledge or practice and shall be open to members and non-members with an interest in the topic.

6.8.4 A proposal to form a membership group can be put to Council by any group of members who individually have the right to make such a proposal. The proposal must put forward evidence that:

- The intended activities of the group are aligned with the Charter, and
- Opportunities exist for the type of activities envisaged by the group.

6.8.5 If the proposal is approved by Council, any group so formed must follow whatever instructions Council gives.

6.8.6 If Council requires any membership group to have rules, it is the duty of the newly formed Group to prepare the rules for the group. All such rules are subject to the Charter, Byelaws and Regulations of the CIEHF and must be approved by Council.

6.8.7 A membership group may be disbanded by Council at any time for whatever cause it deems appropriate.

7. Projects

7.1 Project proposals

7.1.1 Proposals for projects must be submitted to Council on the appropriate proposal form for approval.

7.1.2 Each project must name a Council member as project sponsor. In the event that the sponsor leaves Council before completion of the project, another Council member must be appointed as sponsor.

7.1.3 Any and all costs associated with the delivery of the project must be itemised in full and approved by Council.

- 7.1.4 All projects are managed by the COO. Any significant changes to the scope and costs must be approved by Council.

8. Policies

8.1 Policy types

- 8.1.1 Council shall approve and review CIEHF policies at such intervals as deemed necessary.
- 8.1.2 The CIEHF is authorised to reimburse necessary expenses to its Trustees, Committee Members and others on legitimate Institute business. The rules, constraints and procedures for claiming expenses are prescribed within the CIEHF's Expense Policy.
- 8.1.3 The requirements of the General Data Protection Regulation (GDPR) as they relate to the CIEHF's activities are set out in the CIEHF's GDPR Privacy Policy.
- 8.1.4 The range of CIEHF-branded or originated documents and publications, together with appropriate review and sign-off before release procedures and current control measures are set out in the CIEHF's Document Control Policy.
- 8.1.5 The rules governing financial decision-making are set out in the CIEHF's Delegation of Authority Policy.
- 8.1.6 The CIEHF's Conflict of Interest policy sets out to protect the integrity of CIEHF's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of staff, volunteers and trustees.
- 8.1.7 The Equality, Diversity and Inclusion Policy describes the CIEHF's aims in support of providing equality and fairness to all.