

The Institute of Asbestos Management

The Rules of the Institute

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1. GENERAL

1.1. The Rules of the Institute of Asbestos Management are the rules by which it shall conduct all activities and shall be binding upon every member

2. INTRODUCTION

2.1 The Institute of Asbestos Management exists to promote and foster the science of asbestos management.

The main objectives include the:

- promotion of use of more efficient techniques in the industry
- encouragement of safer methods of working
- provision of a qualifying body for the industry

The qualified Asbestos Manager is a professional within the industry. The Institute is an organisation designed to encourage continual personal professional development.

It also provides a forum where colleagues may exchange ideas and meet others with allied interests.

The reputation of the Institute is rightly bound up with that of its members. The Institute will take such steps as are necessary to ensure that its members conform to professional and ethical standards.

The required standards are described in these Rules of the Institute

3. Membership of the Institute

3.1. Categories of membership

The Institute shall consist of Individual Membership and shall include all Honorary Fellows, Fellows, Members, Associate Members, Enrolled Members, Student Members and Affiliates.

3.1.1 Honorary Fellow

This honorary grade shall include persons whom the Council elect to the grade of Honorary Fellow. Such persons shall:-

- 3.1.1.1 have attained an advanced number of years operating or consulting within the field of asbestos management
- 3.1.1.2 within a distinguished career, have rendered notable services to asbestos management or to approved associated fields of asbestos science
- 3.1.1.3 offer such evidence of continuing professional development as the Council of management may require

3.1.1.4 an Honorary Fellow shall be entitled to use the title 'Asbestos Manager' and apply the initials Hon. FIAM. after his name

3.1.1.5 an Honorary Fellow shall have full voting rights in Institute Business

3.1.2 Fellow

Shall include persons whom the Council elect and transfer to the grade of Fellow and who shall:-

3.1.2.1 have reached a suitable number of years operating or consulting within the field of asbestos management;

3.1.2.2 have been a Full Member of the Institute for at least 5 years preceding the date of application for transfer;

3.1.2.3 have not less than 10 years professional experience in a relevant managerial, promotional, consultant or educational position in asbestos management;

3.1.2.4 either

(i) have shown distinguished professional attainment in asbestos management or in associated asbestos science, education or design and have thereby materially advanced the practice of asbestos management

Or

(ii) have demonstrated outstanding academic achievement in an area of research or asbestos management technology which in the opinion of the Council is of exceptional benefit to the Institute;

Or

iii) have made an extraordinary contribution to the work of the institute;

3.1.2.5 offer such evidence of continuing professional development as the Council of Management may require

3.1.2.6 a Fellow shall be entitled to use the title 'Asbestos Manager' and apply the initials FIAM. after his name

3.1.2.7 a Fellow shall have full voting rights in Institute Business

3.1.3 Full Member

Shall include persons whom the Council elect and admit to the Grade of Member and who shall:-

3.1.3.1 either

- (i) be a mature candidate
- (ii) be an Associate Member
- (iii) satisfy the Council of their competence and suitability by means of evidenced, 2 years, post Associate Member experience and attendance at professional interview
- (iv) offer such evidence of continuing professional development as the Council of management may require

Or

at the discretion of the Council of Management

- (i) Be a mature candidate
- (ii) Have not less than 10 years relevant experience
- (iii) Have either – approved academic qualification

Or -membership of another professional body or institution approved by the Council

- (iv) Attend a professional interview
- (v) Offer such evidence of continuing professional development as the Council of management may require

And

- (i) A member shall be entitled to use the title 'Asbestos Manager' and apply the initials MIAM. after his name
- (ii) A Member shall have full voting rights in Institute Business

3.1.4 Associate Member

Shall include persons who the council elect and admit to the Grade of associate Member and shall:-

3.1.4.1 Be in full time employment working within the field of asbestos management or a satellite discipline connected to the field of asbestos management

3.1.4.2 either

- (i) be an Enrolled Member

or

- (i) be an Affiliate Member who has made an extraordinary contribution to the asbestos management industry, to the satisfaction of the Council
- and
- (ii) have successfully completed the Institute's examination and /or other test of competence as the Council may, from time to time, prescribe
- (iii) offer such evidence of continuing professional development as the Council of management may require
- (iv) An Associate Member shall be entitled to apply the initials AMIAM. After his name
- (v) An Associate Member shall have full voting rights in Institute business

3.1.5 Enrolled Member

Shall include persons whom the Council elect and admit to the Grade of Enrolled Member and shall:-

- 3.1.5.1 be in full time employment working within the field of asbestos management or a satellite discipline connected to the field of asbestos management
- 3.1.5.2 have at least three years experience in the profession of asbestos management, associated asbestos management science, education or design with approved industry training;
- 3.1.5.3 be committed to continuing professional development and making progress within the Institute
- 3.1.5.4 an Enrolled Member shall not be entitled to apply membership initials after his / her name
- 3.1.5.5 an Enrolled Member shall not have voting rights in Institute business

3.1.6 Student Member

Shall include persons whom the Council elect and admit to the grade of Student Member who shall:-

- 3.1.6.1 be in full time education at a higher or post –graduate level at an approved educational establishment
- 3.1.6.2 be pursuing study or research relevant to or associated with the profession of asbestos management
- 3.1.6.3 a Student Member shall not be entitled to apply membership initials after his name

3.1.6.4 a Student Member shall not have voting rights in Institute business

3.1.7 Affiliate

Shall include persons whom the Council elect and admit to the grade of Affiliate to the institute and who shall:-

3.1.7.1 be a mature candidate

3.1.7.2 be employed in an industry associated with asbestos management and shall satisfy the Council that such employment contributes to the advancement of the asbestos management industry and / or asbestos science

3.1.7.3 an Affiliate shall not be entitled to apply membership initials after his name

3.1.7.4 an Affiliate shall not have voting rights in Institute business

3.1.8 Retired Fellow and / or Member

Shall include all persons whom the Council elect under Rule 3.5

3.2 Roll of Members

3.2.1 The names of Individual Members shall be entered on the Roll of the Institute, hereinafter referred to 'the Roll'

3.2.2 A member who changes his name shall inform the Secretary in order that the appropriate amendment may be made

3.2.3 membership of the Institute shall cease if the member dies, is certified to be of unsound mind, is formally declared to be personally bankrupt, is found to be guilty of 'improper conduct' or where the member's subscription remains unpaid for 6 months beyond the due date

3.3 Application for Membership

3.3.1 Applications for membership of the Institute shall be made as applications for Enrolled Member, Student Member or Affiliate Grades. The Council may, having received the application and within their powers, as set down in the Rules, recommend that a variation to the grade of application be made.

3.3.2 Every application shall be proposed by a Fellow or a Member and seconded by a Member, certifying that they recommend the applicant to be a fit and proper person for membership of the Institute

3.3.3 Every application for admission or transfer to Fellow shall be proposed by a Fellow and seconded by two Fellows

3.3.4 It shall be a condition to the admission of every applicant that his application or recommendation contains no untrue or misleading statement relating to him. The

application of any such person may be set aside by a resolution of the Council expressing the belief that the particulars given in the application or recommendation were in some respect untrue or misleading and declaring such admission be terminated. However, the person so concerned shall be notified of the intention to propose any such resolution and the Council shall consider any statement or explanation in regard to the matter in question which such person may think fit to give either orally or in writing at his option.

- 3.3.5 An application, made in accordance with the first paragraph of this Rule, shall be delivered to the Secretary and shall be submitted by him to the Council. Council shall examine the application and determine the requirements for examination, test of competence and / or professional interview required for election to the membership.
- 3.3.6 Every person submitting an application for admission to all grades of membership of the Institute shall be required to pay an administration fee as prescribed by the Council from time to time. This fee is non-refundable, even if the candidate is not admitted to the Institute
- 3.3.7 Every person duly admitted as a Fellow, Member, Associate Member, Enrolled Member, Student and / or Affiliate shall be informed thereof without undue delay. Every person so admitted shall, pay the entrance fee, where applicable, and annual subscription for the current year within one month from the date of admission, which shall otherwise become void. The Council may, in their absolute discretion, extend this period.

3.4 Transfer Between Grades

- 3.4.1 Every application for transfer between grades shall be formally proposed, seconded and managed as given in clause 3.3.
- 3.4.2 Every person so transferred shall be informed without undue delay, and shall pay the transfer and / or examination fee, where applicable, within one month from the date of the transfer which shall otherwise become void. The Council may, in their absolute discretion, extend this period.

3.5 Retirement

- 3.5.1 Members wishing to retire or resign from the Institute shall give 3 months notice of their intentions so to do.
- 3.5.2 The Council may elect to transfer any member or Fellow, of 55 years of age or more, who retires completely from professional life, to the category of Retired Fellow or Retired member. The category will carry a reduced annual subscription, as determined by the Council from time to time

3.6 Fees and Subscriptions

- 3.6.1 The annual subscriptions, administration fees and entrance fees payable by Individual Members shall be:-

- (i) At rates determined by resolution of the Council from time to time, provided that no increase shall take effect unless it is confirmed by a majority of the individual members in General meeting as provided for in Rules 5.4 and 5.5
 - (ii) Paid by established banking procedures which shall be determined by the Council
- 3.6.2 Individual members over 55 years of age and who have retired from active working life may pay a reduced annual subscription as determined by the Council from time to time.
- 3.6.3 All annual subscriptions shall be due on the 1st May in each year. The acceptance of an annual subscription from a person to be an Individual member shall not create any presumptions as to membership of the institute
- 3.6.4 The first annual subscription of any Individual member admitted between 1st January and 30th April in Any year shall be in respect of the year commencing on the 1st May next ensuing.
- 3.6.5 Every Member becoming a Fellow, every Associate member becoming a member, every Enrolled member becoming an Associate Member and every Student, on becoming an Enrolled member shall not be required to pay the full subscription of the higher grade until 1st May next ensuing.
- 3.6.6 Every Individual member shall be liable for the payment of his annual subscription until he has signified to the Secretary in writing his desire to resign. Resignation shall only be accepted when the said member has paid all arrears, including the subscription for the year current at the date of his notice. Failure to amend arrears shall result in dismissal and shall be recorded as such, thus preventing re-admission.
- 3.6.7 Any member whose subscription for the current year shall not have been paid by 31st March shall be sent a final reminder by the Secretary and shall not be entitled to vote at any General Meeting until one month after such subscription has been paid.
- 3.6.8 Any member whose subscription remains unpaid for three months from the date due and who fails to pay such arrears within two months after a notice of warning of expulsion has been sent to him (which notice may be sent within the three month period referred to above) may, by resolution of the Council of management, be excluded from the Institute; whereupon he shall cease to be a member of the Institute and his name shall be removed from the register; but such removal shall not relieve him of his liability for the payment of the arrears of subscription due at the time of his name being so removed.

4 PROFESSIONAL CONDUCT, DISCIPLINARY RULES AND REMEDIES

- 4.1 The Institute requires that:-
 - (i) All Individual Members are required to conduct themselves so as to uphold the dignity, standing and reputation of the Institute.

- (ii) All Individual Members shall support and promote the Institute.
 - (i) No person who has ceased to be on the Roll is entitled to make use of any designation implying connection with the Institute.
 - (ii) All Individual Members shall make full and regular payment of fees and subscriptions in line with Rule 3.6 or as may be required by Council review or amendment from time to time.
- 4.2 Improper conduct shall mean;
- (i) any breach of the provisions of these Rules.
 - (ii) any other conduct which shall indicate unfitness to be a member, or shall otherwise be considered unfitting, by the Council.
- 4.3 Any member who shall be convicted by a competent Tribunal of a criminal offence which, in the opinion of the Council, render him unfit to be a member shall be deemed to have been guilty of improper conduct.
- 4.4 Allegations of improper conduct shall be first brought before the Council, who shall, on the basis of preliminary information determine whether a full investigation shall be held. The enquiry shall be held at the earliest opportunity following the allegation being brought to the Council.
- 4.5 The member shall be given notice of the allegations brought against him and of the procedure, where applicable, for a full enquiry. All communications, meetings, proceedings and decisions shall be recorded in writing and shall be presented to the member at the earliest opportunity.
- 4.6 The member shall be given reasonable time and opportunity to prepare his defence / case and to present same to the enquiry.
- 4.7 The enquiry shall be conducted by a Board of Enquiry consisting of:-
- (i) President or his Nominee in absence
 - (ii) Secretary (non-voting)
 - (iii) 4 other Council Members or Fellows selected by the Council
- 4.8 A Board of Appeal shall be convened where the result of the enquiry and the penalty exercised is appealed against by the member accused comprising:-
- (i) Vice-President or his Nominee in absence
 - (ii) 2 other Council Fellows selected by the Council (not being those selected for the Board of Enquiry)
- 4.9 Upon hearing all the evidence put before them the decisions of the Board of Enquiry and the Board of Appeal shall be taken on a two thirds majority or greater. Findings

shall be brought before the Council for ratification and all matters shall be conveyed to the member in writing at the earliest opportunity.

- 4.10 Legal advice shall, where required, be sought from a practising solicitor appointed by the Boards.
- 4.11 Leading Counsel shall be appointed only by the agreement of both parties.
- 4.12 Where a case is found against the member reasonable costs for the enquiry shall be borne by him or otherwise by the Institute.
- 4.13 The Council reserves the right to determine and impose sanctions or remedies against any member found guilty of improper conduct and dismissal from the membership.

5 CONFLICT OF INTERESTS

- 5.1 Where a conflict arises, or may arise, between the interests of a member or his partners, fellow directors, associates or employees, and the interests of a client, the member shall :-
 - (i) disclose to the client, promptly, the relevant facts;
 - (ii) inform the client that neither he personally, nor his company or firm, can act or continue to act for the client unless, having been advised of all the relevant facts, the client requests him to do so, in writing and the client has been advised by the member, in writing, to obtain other independent professional advice or assistance;
 - (iii) confirm the position in writing, to the client, copied to the Institute.