

The Companies Acts, 1948 to 1985

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

BYE-LAWS

OF

THE ASBESTOS REMOVAL MANAGEMENT INSTITUTE

BYE-LAW 1: MEMBERSHIP

Introduction

- 1 This Bye-Law sets out:
 - the criteria for admission to Voting Membership of the Institute (as required by Article 6)
 - the procedure for dealing with applications for membership (pursuant to Article 47)
 - the requirement for members to participate in a Continuing Professional Development (CPD) programme.
- 2 “Approved” means approved by the board of directors. Other terms used in this Bye-Law shall, unless otherwise defined, have the same meanings as in the Articles of Association.

Criteria

- 3 Fellows (who may use the post-nominal letters "FARMI") shall be persons who are considered suitable for membership at this level and who have:
 - an approved leadership and/or management-related qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 4 or above
 - and**
 - an approved asbestos competency qualification at, or equivalent to, NQF Level 4 or above
 - and**
 - attended and passed the Professional Review. Applications for the Professional Review will only be considered from candidates who have met the academic requirements and can demonstrate the relevant experience. Professional Review candidates will be assessed in the following areas: Occupational competence, Management competence and Commitment to professionalism
 - and**
 - met the additional criteria for Fellows of the Institute laid down by the board from time to time
- 4 Members (who may use the post-nominal letters "MARMI") shall be persons who are considered suitable for membership at this level and who have:
 - a leadership and/or management-related qualification at, or equivalent to, NQF Level 4 or above
 - and**
 - an approved asbestos competency qualification at, or equivalent to, NQF Level 4 or above
 - and**
 - attended and passed the Professional Review. Applications for the Professional Review will only be considered from candidates who have met the academic requirements and can demonstrate the relevant experience. Professional Review candidates will be assessed in the

following areas: Occupational competence, Management competence and Commitment to professionalism

- 6 The following provisions apply to admission of all Voting Members:
 - 6.1 The content of application forms, the nature of any supporting evidence required and the nature and amount of any administration fees payable shall be as approved by the Board.
 - 6.2 Applications for admission as a Fellow or a Member shall be referred to the board, who shall decide whether the applicant shall be admitted. In reaching their decision, the Board shall have regard to any relevant guidelines issued by the Board with whom all decisions as whether an applicant shall be admitted (and if so at what grade) shall rest.
 - 6.3 Applicants shall be notified of the result of their application and, if it is successful, their names shall be entered on the register when payment of any subscription fee or other monies due to the Institute has been received.
 - 6.4 Appeals from any decision in relation to the admission of any person to membership may be made by notice in writing ("the Notice") to the Board. The matter will then be referred for decision to the Board, who may at their discretion invite any person including the applicant to make representations to them. Board decisions shall be communicated to the applicant within four weeks of receipt of the Notice.
7. In order to maintain membership both Fellows and Members shall be required to participate in an approved Continuing Professional Development (CPD) programme.

BYE-LAW 2: ELECTION OF DIRECTORS

Introduction

- 1 This Bye-Law, sets out the procedure for conducting the election of Elected Directors to the Board.
- 2 Terms used in this Bye-Law shall, unless otherwise defined, have the same meanings as in the Articles of Association.

Nominations

- 3 Any individual shall be eligible for election to the Board provided that at the date of their nomination they are, and have been for at least the last 12 months, a Voting Member of the Institute
- 4 Notification of the election of the board at the next Annual General Meeting shall be sent to Voting Members not less than four months before the Annual General Meeting and nominations for those vacancies shall be invited, to be received by a specified date not less than two months before the Annual General Meeting.
- 5 Each nomination shall be proposed by a Voting Member, supported by a further Voting Member and accompanied by:
 - 5.1 an Election Address from the candidate which does not exceed 350 words and contains their full name, brief biographical details, their membership grade, the date on which they became a Member of the Institute, and a summary of the contribution which they consider that they can make to the Institute
 - 5.2 a recent digital photograph of the candidate
 - 5.3 a declaration signed by the candidate that they are not disqualified from acting as a director, nor prevented by any conflict of interest from discharging the duties of a member of the Board

Election

- 6 If the number of eligible candidates is the same as, or less than, the number of vacancies, all the candidates shall be deemed elected.
- 8 If the number of eligible candidates is greater than the number of vacancies:
 - 8.1 not less than one month before the Annual General Meeting, the Voting Members shall be sent (in accordance with Article 71 of the Articles) the candidates' Election Addresses and photographs, and instructions on how to vote (with a closing date not more than one week before the Annual General Meeting).
 - 8.2 Voting Members may vote for the same number of candidates as there are vacancies.
 - 8.3 the votes shall be counted prior to the Annual General Meeting by two scrutineers appointed by the Company Secretary.
 - 8.4 the candidate with the highest number of votes shall fill the first vacancy, the candidate with the next highest number of votes shall fill the second vacancy and so on until all the vacancies are filled.
 - 8.5 if any candidate withdraws from the election at any stage, any votes cast for them shall be ignored.

- 8.6 if two or more candidates receive the same number of votes, they shall rank according to the length of their Voting Membership of the Institute, so that the candidate who has been a Voting Member for the longest period shall rank first, and so on.
- 8.7 if in an election any situation shall arise which is not provided for in the Institute's Memorandum, Articles or Bye-Laws, such action shall be taken as the Chairman shall consider appropriate.
- 9 Candidates shall immediately withdraw from election if they cease to be Voting Members, have a bankruptcy order made against them, make any arrangement or composition with their creditors, or become by reason of illness or otherwise incapable of discharging the duties of a member of the Board.
- 10 The Company Secretary shall prior to the Annual General Meeting inform each candidate whether they have been elected. The names of the new Elected Directors shall be announced by the Chairman at the Annual General Meeting and publicised to the Members.
- 11 The new Elected Directors shall take office at the end of the Annual General Meeting.

Management of the election process

- 12 The election process shall be managed by the Company Secretary who shall make the necessary decisions on the precise timetable for each election.