

Royal Charter and Byelaws

The Institution's Charter and Byelaws were approved by the Privy Council on 06 November 2002 and came into effect on 01 April 2003. Amendments to the Charter and Byelaws were approved by the Privy Council on 22 March 2005 and come into effect on 17 November 2005. Subsequent amendments were made and came into effect on the 19 May 2009. This document incorporates those amendments.

Royal Charter

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS The Institution of Occupational Safety and Health (“the Institution”) was founded in the year One thousand nine hundred and fifty-four under the name of the Institution of Industrial Safety Officers and incorporated on 1st April 1963 as a company limited by guarantee under the name of “The Institution of Industrial Safety Officers”:

AND WHEREAS in 1981 the name of the Institution was changed by special resolution to “The Institution of Occupational Safety and Health”:

AND WHEREAS the Petitioning Corporation has presented an humble Petition unto Us praying that We would be graciously pleased to grant it a Charter and We are minded to accede thereto:

NOW THEREFORE KNOW YE that We having taken the said Petition into Our Royal Consideration by virtue of Our Prerogative Royal are graciously pleased by these Presents to grant and declare as follows:

1. The persons who at the date hereof are members of the Institution and all such persons who may hereafter become members of the Institution hereby constituted shall forever hereafter be one Body Corporate and Politic by the name of The Institution of Occupational Safety and Health and by that name shall have perpetual succession and a Common Seal, with power to break, alter and make anew the said Seal from time to time at the will and

pleasure of the Institution and by the same name shall and may sue and be sued in all Courts, and in all manner of actions and suits, and shall have power to do all other matters and things incidental or appertaining to a Body Corporate.

2. In this Our Charter, unless the context otherwise requires:

“the Byelaws” means the Byelaws for the time being of the Institution made under this Our Charter;

“the Board of Trustees” means the Board of Trustees of the Institution; “the Council” means the Council of the Institution;

“General Meeting” means a General Meeting of the Institution;

“the Institution” means The Institution of Occupational Safety and Health hereby constituted;

“member” means a member of the Institution;

“the Petitioning Corporation” means The Institution of Occupational Safety and Health as existing prior to the date of this Our Charter;

“special resolution” means a resolution of the Institution, passed by a majority of not less than three-fourths of the

members present and voting at a General Meeting of which not less than 21 days' notice in writing, specifying the intention to propose the resolution as a special resolution, has been duly given.

3. The objects for which the Institution is established are –
- (a) to promote systematic and organised methods of improving occupational safety and health and to advocate, advise upon, disseminate, explain and advance the principles, methods and systems of their application at work generally;
 - (b) to facilitate the exchange of information and ideas amongst the members of the Institution and of other professional bodies in the field of occupational health and safety and to work together with other professional bodies in pursuit of mutual objectives; and
 - (c) to do all such other things as may be necessary or desirable for maintaining and improving the professional status of members of the Institution and of persons engaged in professions requiring a knowledge of the matters mentioned in paragraph (a) above;

in the interests of the general public benefit.

4. Pursuant to the objects the Institution shall have the following powers:
- (a) to facilitate the exchange of information and ideas amongst the members of the Institution and others on the subject of improved methods of applying accident prevention principles and precautions at work and the methods of approach to employers and

employees to secure maximum co-operation towards the adoption of increasing use of safety precautions of whatsoever nature generally to their mutual well-being and benefit and for securing and furthering the prevention of accidents at work;

- (b) to co-operate with and advise organisations involved in the delivery and assessment of qualifications in occupational safety and health and to improve and elevate the standard and the technical and general knowledge of persons engaged in or about to engage in a professional capacity in occupational safety and health, and with a view thereto to provide for the delivery of lectures, the holding of classes, the conduct of courses and to test by examination or otherwise the competence of such persons and to award prizes certificates and distinctions and to institute and establish or accept endowments or trust funds for the purpose of grants awards prizes and other benefactions;
- (c) to establish experimental works or laboratories and to carry out promote and assist generally in experiments and tests of whatsoever nature designed to advance the principles of the Institution and to organise promote carry out and assist in research work into the cause of occupational accidents and ill health and the means whereby the same may be prevented and to collect classify analyse and publish statistics thereon and to defray the expenses of any of the same;
- (d) to promote hold and sponsor congresses conventions exhibitions and other gatherings for the purpose of furthering the primary objects of the Institution and to defray the expenses thereof or of any British or foreign representatives attending the same;

- (e) to establish form and maintain a library and collection of models designs drawings plans and other articles of interest and instruction in connection with the prevention of occupational accidents and ill health;
- (f) to print and publish sell lend and distribute any communications made to the Institution and any reports of the proceedings or transactions of the Institution and to purchase reproduce print publish and distribute any other books pamphlets or treatises relating to the prevention of occupational accidents and ill health;
- (g) to collect and receive grants subscriptions entrance fees and donations in furtherance of the primary objects either from members or other persons and to hold and apply the same and any other funds or property either for any particular one or more of the purposes hereby authorised or generally for the promotion of the objects set out in Article 3 of this Our Charter (hereinafter referred to as “the primary objects”);
- (h) to co-operate with and render financial and other assistance to and to form promote and manage associations whether incorporate or otherwise having similar and exclusively charitable objects and of a nature likely to promote the primary objects provided that any such association shall, by its constitution, prohibit the application of its funds to any object not exclusively charitable and shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Institution by Article 6 of this Our Charter;
- (i) to form promote and encourage branches and specialist groups of the Institution as may be necessary or desirable for, or conducive to, the attainment or development of the objects of the Institution;
- (j) to co-operate with or to amalgamate with or take over any such association as mentioned in the last preceding paragraphs;
- (k) to undertake and execute any trusts which may lawfully be undertaken by the Institution and may be conducive to the primary objects;
- (l) to borrow any moneys required for the purposes of the institution upon such terms and upon such securities as may be thought fit;
- (m) to exercise in respect of the investment of moneys of the Institution not immediately required for its purposes, or of any investment or trust fund held by the Institution, all the powers conferred on trustees by the Trustee Act 2000.
- (n) to draw make accept endorse execute and issue promissory notes bills of exchange or other negotiable or transferable instruments;
- (o) to establish undertake superintend administer and contribute to any charitable fund from whence may be made donations or advances to deserving persons who have furthered the practice of the prevention of occupational accidents and ill health and to contribute to or otherwise assist any charitable institutions or undertakings which may lawfully be undertaken by the Institution and may be conducive to the primary objects;
- (p) to carry out the objects in Great Britain and Northern Ireland and in any other part of the world as principals agents trustees or otherwise and either alone or in conjunction with others;
- (q) to do all such other things as are incidental or conducive to the attainment of all or any of those objects.

5. The property and moneys of the Petitioning Corporation (including any property or moneys held by them as Trustees) shall from the date of this Our Charter become and be deemed to be the property and moneys of the Institution and shall as soon as possible be formally transferred to the Institution or such person or persons on its behalf as the Byelaws may prescribe.
6. The income and property of the Institution shall be applied solely towards the promotion of the objects and no member of the Institution shall as such have any personal claim on any of the said income or property.
7. Without prejudice to the generality of Article 6 of this Our Charter:
 - (a) no part of the income or property of the Institution shall be paid or transferred directly or indirectly in any way by way of profits to its members; and
 - (b) no Trustee may receive any remuneration from the Institution;
Provided that nothing herein contained shall prevent the payment in good faith of any reasonable expenses incurred by any officer or employee of the Institution or of reasonable and proper fees or other remuneration to any officer or employee, or to any firm (whether incorporated or unincorporated) of which any member is a member or otherwise connected, in respect of goods or services actually supplied to the Institution.
And further provided that any Trustee (or any firm or company of which a Trustee is a member or employee) may be employed by or may enter into a contract with the Institution to supply goods or services in return for a payment or other material benefit but only if the conditions set out in Byelaw 12 are satisfied.
8. The governing body of the Institution shall be the Board of Trustees which shall be constituted as prescribed by and which shall have the powers and duties set out in the Byelaws.
9. There shall be a Council of the Institution which shall be constituted as prescribed by and which shall have the powers and duties set out in the Byelaws.
10. There shall be such classes of members as the Byelaws may provide and the qualifications, examinations, election, privileges and obligations of any such class shall be as provided in the Byelaws.
11. A member shall be entitled to use such initials after his name and to call himself by such designations as the Byelaws may provide.
12. An Annual General Meeting shall be held once in each calendar year and not less than nine months nor more than fifteen months shall elapse between any such meeting and the previous such meeting. Special General Meetings may be called by the Board of Trustees whenever they think fit or when required to do so in accordance with the provisions of the Byelaws.
13. The functions of all General Meetings and the procedure to be followed thereat shall be as prescribed in the Byelaws.
14. As from the date of this Our Charter and unless and until revoked, altered or added to in the manner hereinafter provided, the Byelaws scheduled to this Our Charter shall constitute the Byelaws of the Institution.

15. The Institution may from time to time by special resolution make new Byelaws or revoke, alter or add to any of the Byelaws in any manner which is not inconsistent with the express provisions of this Our Charter:

Provided that no new Byelaw and no revocation, alteration or addition of or to the Byelaws shall take effect until it has been submitted to and approved by the Lords of Our Most Honourable Privy Council of which approval a certificate under the hand of the Clerk of Our said Council shall be conclusive evidence.

16. The Institution may by special resolution amend or add to this Our Charter and such amendments or additions shall when allowed by Us, Our Heirs or Successors in Council become effectual, and this Our Charter shall thenceforth continue to operate as if it had originally been granted and made accordingly. This clause shall apply to this Our Charter as amended or added to in manner aforesaid.

17. The Institution may by special resolution surrender this Our Charter and any Supplemental Charter subject to the sanction of Us, Our Heirs or Successors in Council and upon such terms as We or They may consider fit and wind up or otherwise deal with the affairs of the Institution in such manner as shall be directed by such General Meeting or in default of such direction as the Council shall think expedient having due regard to the liabilities of the Institution for the time being and if on the winding up or dissolution of the Institution there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Institution or any of them but shall (subject to any special trusts affecting the same) be given or transferred to some other Institution or

Institutions having objects similar to the objects of the Institution and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Institution under or by virtue of this Our Charter, such Institution or Institutions to be determined by the members of the Institution at or before the time of dissolution thereof and if and so far as effect cannot be given to the foregoing provisions then to some charitable object.

18. And We do hereby for Us, Our Heirs and Successors grant and declare that these Our Letters or the enrolment or exemplification thereof shall be in all things good, firm, valid and effectual according to the true intent and meaning of the same and shall be taken, construed and adjudged in all Our Courts or elsewhere in the most favourable and beneficial sense and for the best advantage of the said Institution, any misrecital, omission, defect, imperfection, matter or thing whatsoever notwithstanding.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the 6th day of November in the fifty-first year of Our Reign

**BY WARRANT UNDER
THE QUEEN'S SIGN MANUAL**

Byelaws

1. Interpretation

- (1) In these Byelaws, unless the context otherwise requires:-

“Charter” means the Royal Charter of the Institution;

“the Chief Executive” means the Chief Executive of the Institution;

“Code of Conduct” means rules governing the conduct of members made by the Board of Trustees;

“CPD” means Continuing Professional Development;

“Corporate Member” means a member of the Institution who is a Corporate Member in accordance with Byelaw 2(3);

“existing Byelaws” means the Byelaws of the Institution which took effect on 1 April 2003;

“existing Council” means the Council of the Institution constituted under the Original Royal Charter and the existing Byelaws;

“in writing” means written or produced by any non-transitory substitute for writing or partly one and partly another;

“Nominations Committee” means the Nominations Committee appointed by the Council in accordance with Byelaw 16(7);

“Non-Corporate Member” means a member of the Institution who is a Non-Corporate Member in accordance with Byelaw 2(4);

“Office” means such place as is, for the time being, the principal office of the Institution as determined by the Board of Trustees and notified to persons who are members of the Institution at the time of such determination, the first such place being The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN;

“Officers” means the President, the President Elect, the Immediate Past President and the Vice-Presidents of the Institution;

“Register of Members” means the register kept by the Board of Trustees containing particulars of the members of the Institution;

“Regulations” means Regulations made from time to time by the Board of Trustees and approved by the Council;

“Original Royal Charter” means the Royal Charter which incorporated the Institution on the 1st day of April 2003;

“Standing Orders” means Standing Orders made by the Board of Trustees or by the Council to regulate their proceedings or the proceedings of any of their committees;

“seal” means the common seal of the Institution;

“Standing Committees” means the Standing Committees appointed by the Board of Trustees in accordance with Byelaw 13(4);

“Trustee” means a member of the Board of Trustees;

“year” means calendar year.

- (2) In these Byelaws, unless the context otherwise requires:
 - (i) words importing the singular number only shall include the plural number and vice-versa;
 - (ii) words importing the masculine gender only shall include the feminine gender;
 - (iii) words denoting persons shall include corporations.
- (3) Subject to paragraph (1) above, any word defined in the Charter shall, if not inconsistent with the subject or context, bear the same meaning in these Byelaws.

2. Membership of the Institution

- (1) The members of the Institution shall be those persons who are admitted as members in accordance with these Byelaws.
- (2) The categories of members shall be: Corporate Members and Non-Corporate Members.
- (3) There shall be the following classes of Corporate Members:
 - (a) **Chartered Fellows**
Persons who have been Chartered Members of the Institution for not less than five years and who have demonstrated an outstanding contribution to the discipline and profession of health and safety, and who continue to demonstrate that they are

maintaining their competence through a mandatory programme of CPD;

- (b) **Chartered Members**

Persons who have obtained a qualification in occupational health and safety or a cognate discipline which meets the Institution’s technical criteria as set out in Regulations, and which is a UK first or higher degree, a qualification recognised as commensurate to a UK first or higher degree by the UK regulatory bodies for qualifications or an overseas qualification recognised as commensurate to a UK first or higher degree by UK NARIC, and who have completed a prescribed programme of Initial Professional Development, and who continue to demonstrate that they are maintaining their competence through a mandatory programme of CPD;

- (c) **Retired Fellows**

Former Chartered Fellows who have retired from health and safety practice and who are no longer undertaking CPD; and

- (d) **Retired Members**

Former Chartered Members who have retired from health and safety practice and who are no longer undertaking CPD.

- (4) There shall be the following classes of Non-Corporate Members:

- (a) **Graduate Members**

Persons who have obtained a qualification in occupational health and safety or a cognate discipline which meets the Institution’s technical criteria as set out in Regulations, and which is a UK first or higher degree, a qualification

recognised as commensurate to a UK first or higher degree by the UK regulatory bodies for qualifications or an overseas qualification recognised as commensurate to a UK first or higher degree by UK NARIC;

(b) **Technician Members**

Persons who have obtained a qualification which underpins the knowledge requirements of the UK National Occupational Standards in health and safety at level three, and who have a prescribed level of experience in a health and safety role, and who continue to demonstrate that they are maintaining their competence through a mandatory programme of CPD ;

(c) **Affiliate Members**

Persons with an interest in occupational health and safety; and

(d) **Honorary Fellows**

Persons engaged in the theory or practice of occupational health and safety and who are considered by the Institution to be worthy of a special honour.

(5) Regulations shall prescribe the level of experience required for entry into certain categories of membership and the requirements for members to undertake Initial Professional Development and CPD as a condition of membership.

3. Designations

(1) The designation of Corporate Members by distinguishing initials or words shall be as follows:
(a) a Chartered Fellow shall be entitled to use after his name the initials "CFIOSH" and the

designation "Chartered Fellow of the Institution of Occupational Safety and Health";

(b) a Chartered Member shall be entitled to use after his name the initials "CMIOSH" and the designation "Chartered Member of the Institution of Occupational Safety and Health";
(c) a Retired Fellow shall be entitled to use after his name the initials "FIOSH (Retired)" and the designation "Retired Fellow of the Institution of Occupational Safety and Health"; and
(d) a Retired Member shall be entitled to use after his name the initials "MIOSH (Retired)" and the designation "Retired Member of the Institution of Occupational Safety and Health".

(2) Chartered Fellows and Chartered Members of the Institution shall in addition be entitled to use the designation "Chartered Safety and Health Practitioner".

(3) The designation of Non-Corporate Members by distinguishing initials or words shall be as follows:
(a) a Graduate Member shall be entitled to use after his name the initials "Grad IOSH" and the designation "Graduate Member of the Institution of Occupational Safety and Health";
(b) a Technician Member shall be entitled to use after his name the initials "Tech IOSH" and the designation "Technician Member of the Institution of Occupational Safety and Health";
(c) an Affiliate Member shall be entitled to use the designation "Affiliate of the Institution of Occupational Safety and Health"; and
(d) an Honorary Fellow shall be entitled to use the designation "Honorary Fellow of the Institution of Occupational Safety and Health".

(4) Non-Corporate Members who have retired from

practice shall be entitled to use such designations as are set out in Regulations.

4. Procedure for election

- (1) An application for election as a member of the Institution shall be considered by the Board of Trustees, which may elect such persons as it shall in its absolute discretion think fit.
- (2) The procedure for application for election as a member of the Institution, and for the consideration of applications, shall be prescribed by Regulations.
- (3) Every person elected a member of the Institution shall be informed by the Chief Executive, or nominee, of his election and of the class of membership to which he has been elected.

5. Rights and obligations of members

- (1) Every member shall upon election be supplied with a copy of the Charter and Byelaws and the Code of Conduct and shall sign an undertaking to observe the same; and every person who immediately before the date of the Original Royal Charter was a member of the Petitioning Corporation shall be deemed to have so signed.
- (2) Each member not in arrear with his subscription shall be provided annually with a copy of the Annual Report of the Board of Trustees and, from time to time as the Board of Trustees shall direct, a list of the names and addresses of the members.

6. Subscriptions

- (1) Every member (other than an Honorary Fellow) shall be required to pay a registration fee and an annual subscription in respect of his membership, subject to paragraph (4) below.
- (2) The amount of the registration fee and the annual subscription shall be as determined by the Board of Trustees.
- (3) Failure to pay the registration fee within three months of election as a member may lead to the Board of Trustees declaring the election void. Failure to pay the annual subscription when it falls due may lead to termination of membership in accordance with Byelaw 7 below.
- (4) The Board of Trustees shall have the power to waive, reduce or suspend the registration fee or annual subscription in the case of any individual member or any class of member(s).

7. Termination of membership

- (1) A member shall cease to be a member of the Institution in any of the following circumstances:
 - (a) if he resigns by giving notice in writing to the Institution;
 - (b) if he fails for a period of three months (or such longer period as the Board of Trustees may determine) to pay any annual subscriptions or other fees or amounts due from him to the Institution;
 - (c) if he is adjudged bankrupt, or is the subject of a bankruptcy restrictions order, an interim bankruptcy restrictions order or a bankruptcy

restrictions undertaken within the meaning of the Enterprise Act 2002 which amends the Insolvency Act 1986 (or equivalent legislation), or he makes any arrangement or composition with his creditors, including an individual voluntary arrangement, or he becomes a patient within the meaning of Part VII of the Mental Health Act 1983 (or equivalent legislation);

(d) if he is removed from membership pursuant to Byelaw 8 below.

- (2) In the case of paragraphs (1)(a) - (c) above, where any enquiry or investigation of an alleged breach of the Code of Conduct by that member has commenced, or where disciplinary proceedings against that member are current, the termination of membership shall not be effective until confirmed in writing by the Institution.
- (3) Any member who ceases to be so as a result of the provisions of this Byelaw shall remain liable to the Institution for all annual subscriptions and other sums which may have been due from him at the date his membership ceased in respect of the period ending on such date.
- (4) The Board of Trustees may, at its sole discretion and subject to such terms and conditions as it may consider appropriate, readmit any member whose membership has been terminated pursuant to this Byelaw.

8. Discipline

- (1) All members are required to comply with the Code of Conduct made by the Board of Trustees.
- (2) Any member who contravenes the Code of Conduct or who behaves in a manner which amounts to

unacceptable professional conduct or which is prejudicial to the interests of the Institution shall be liable to disciplinary penalty, which may include reprimand, suspension or expulsion.

- (3) Regulations shall prescribe the procedure to be followed where an allegation of misconduct is made, including:
 - (a) provision for disciplinary hearings;
 - (b) the right of the member to be represented and to call and question witnesses;
 - (c) the penalties which may be imposed;
 - (d) the right of appeal against disciplinary decisions; and
 - (e) the publication of disciplinary decisions.
- (4) A member who is suspended shall not, throughout the period of suspension, be permitted to use any designation or initials appropriate to membership and may not attend or vote at General Meetings.
- (5) A member who is expelled shall have the right to apply to the Board of Trustees for reinstatement but no earlier than two years from either the date of the disciplinary decision or the date of the decision made in respect of a previous application for reinstatement.

9. General Meetings

- (1) The General Meetings of the Institution shall be the Annual General Meeting and Special General Meetings.
- (2) Subject to paragraph (3) below, Corporate Members are entitled to attend and vote at General Meetings. Every Corporate Member present in person or by proxy is entitled to one vote on a show of hands or on a poll. Non-Corporate Members are entitled to notice of the time and place of General Meetings and

to attend and speak at such meetings but are not entitled to vote.

- (3) No Corporate Member shall be entitled to attend or vote at a General Meeting whilst he is in default for a period of sixty days or more in respect of any financial liability to the Institution.
- (4) Not less than twenty-one clear days' notice of a General Meeting shall be sent to every member of the Institution at the address shown in the Register of Members. The accidental omission to give notice of a General Meeting to a member or the non-receipt of such notice shall not invalidate the proceedings of the General Meeting.
- (5) The notice of a General Meeting shall be in writing and shall specify the place, the day and the time of the General Meeting and the general nature of the business to be transacted. The notice shall state whether the General Meeting is the Annual General Meeting or a Special General Meeting.
- (6) The quorum for General Meetings shall be twenty Corporate Members present in person. If a quorum is not present within thirty minutes of the time at which the meeting was scheduled to begin, or if during the meeting a quorum ceases to be present, the meeting shall, if it was convened upon the requisition of members in accordance with Byelaw 11(2) below, be dissolved, but in any other case shall be adjourned to a date, time and place determined by the Chairman.
- (7) The Chairman of the Board of Trustees shall preside as Chairman at General Meetings. If the Chairman of the Board of Trustees is absent the chair will be taken by the President, or failing him the President Elect, or failing him a Corporate Member elected by the Corporate Members present.
- (8) The Chairman of a General Meeting shall, at his sole discretion, decide the order in which the business of that meeting is to be transacted.
- (9) The Chairman of a General Meeting may, with the consent or at the request of a majority of the Corporate Members present, adjourn the General Meeting to a date, time and place determined by him. No business shall be transacted at the reconvened meeting unless it could properly have been conducted at the original meeting had the adjournment not taken place. Unless the General Meeting is adjourned for thirty days or more, it shall not be necessary to give members notice of the reconvened meeting.
- (10) Except in the case of a special resolution, any resolution put to a vote at a General Meeting shall be decided by a simple majority of the votes cast on a show of hands, unless a poll is demanded by the Chairman of the General Meeting or by at least five of the Corporate Members present in person or by proxy and representing one-tenth of the total voting rights of all of the members having the right to vote at the meeting.
- (11) In the case of an equality of votes, and where there is no specified required majority, the Chairman of the General Meeting shall have a second or casting vote.
- (12) Unless a poll is demanded, a declaration by the Chairman of the General Meeting that a resolution has been carried unanimously or carried by a particular majority or lost shall be conclusive and any entry to that effect in the book of the proceedings of the Institution shall be conclusive evidence thereof without proof of the number or proportion of the votes recorded.
- (13) Every member entitled to vote at a General Meeting may appoint a proxy to exercise his vote. A proxy may

vote on a show of hands or in a poll but may not speak at the meeting. The conditions governing the appointment of a proxy, including the use of electronic communications, shall be set out in Regulations.

- (14) The Council may propose a resolution to be considered at a General Meeting, including a special resolution to amend the Charter or Byelaws. Any resolution which the Board of Trustees wishes to propose must first be approved by the Council.
- (15) A Corporate Member may propose a resolution to be considered at a General Meeting. The notice required and procedure to be followed for such resolutions shall be set out in Regulations.
- (16) The Board of Trustees may, whenever it thinks fit, elect to put a proposed resolution to the vote by means of a postal ballot rather than at a General Meeting. Such a resolution will be as valid and effective as one passed at a General Meeting unless within twenty-eight days of the date on which the ballot papers are sent to members a requisition for a Special General Meeting is made in accordance with the provisions of Byelaw 11 below. Regulations shall govern the conduct of postal ballots including the use of electronic communications and the appointment of scrutineers.
- (17) Further provision for General Meetings shall be set out in Regulations made in accordance with the provisions of this Byelaw.

10. Annual General Meetings

- (1) In accordance with Article 12 of the Charter the Institution shall, in each year, hold one General

Meeting which shall be designated as its Annual General Meeting and which shall be in addition to any other meetings in that year.

- (2) The Annual General Meeting shall be held for the purpose of transacting the following business:
 - (a) receiving and considering the Annual Report;
 - (b) electing the Auditors;
 - (c) confirming the appointment of the Officers and the members of the Council; and
 - (d) dealing with any other business (subject to paragraphs 9(14) and (15) above).

11. Special General Meetings

- (1) All General Meetings other than Annual General Meetings shall be Special General Meetings.
- (2) The Board of Trustees may convene a Special General Meeting whenever it thinks fit and shall do so upon a requisition made in writing by not less than seventy-five Corporate Members.
- (3) Regulations shall govern the right to requisition a Special General Meeting under paragraph (2) above.
- (4) No business shall be transacted at a Special General Meeting other than business which the Chairman of the General Meeting considers fairly falls within the scope of the notice of the meeting.

12. Board of Trustees

- (1) The Institution shall be governed and the affairs of the Institution shall be managed by the Board of Trustees.
- (2) The Board of Trustees shall consist of:
 - (a) eight members of the Institution, at least six of whom shall be Corporate Members, appointed

- by the Council on the recommendation of the Nominations Committee;
- (b) three non-members of the Institution, appointed by the Council on the recommendation of the Nominations Committee; and
 - (c) the Chief Executive (ex officio).
- (3) A Trustee appointed under paragraph (2) (a) or (b) above shall hold office for three years unless he ceases to be a Trustee in accordance with Byelaw 14 below. A Trustee may be re-appointed for one further term of three years only.
- (4) In accordance with Article 7 of the Charter a Trustee may be employed by or may enter into a contract with the Institution to supply goods or services but only if:
- (a) the goods or services are actually required by the Institution;
 - (b) the nature and level of the remuneration is no more than is reasonable in relation to the nature of the employment or the value of the goods or services and is set in accordance with the procedure in paragraph (6) below; and
 - (c) no more than one half of the Trustees are subject to such a contract in any financial year.
- (5) The quorum for meetings of the Board of Trustees shall be seven Trustees present in person, including at least four Corporate Members. A Trustee shall be deemed to be present in person at a meeting if he participates by means of telephone conferencing, video-conferencing or other electronic means enabling all persons participating in the meeting to hear each other.
- (6) Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Board of Trustees or a Standing Committee of the Board of

Trustees the Trustee concerned must:

- (a) declare an interest at or before discussion begins on the matter;
 - (b) withdraw from the meeting for that item unless expressly invited to remain in order to provide information;
 - (c) not be counted in the quorum for that part of the meeting; and
 - (d) withdraw during the vote and have no vote on the matter.
- (7) The Chairman of the Board of Trustees shall be selected by the Board of Trustees from amongst its membership (excluding the Chief Executive) on the advice of the Nominations Committee, and subject to ratification by the Council. The Chairman of the Board of Trustees shall hold office for two years unless he ceases to be a Trustee in accordance with Byelaw 14 below, and may not be re-appointed for a further term.
- (8) The Board of Trustees shall meet as and when the business of the Institution may require but at least six times in any year. The Board of Trustees shall make Standing Orders to govern the conduct of its meetings.
- (9) Except where there is a specified required majority, any resolution of the Board of Trustees shall be passed by a simple majority of the votes of the Trustees present at the meeting. In the case of an equality of votes, the Chairman of the Board of Trustees shall have a second or casting vote.
- (10) A resolution signed by all of the Trustees shall be as valid and effective as if it had been passed at a meeting of the Board of Trustees.

13. Powers and duties of the Board of Trustees

- (1) The Board of Trustees is responsible for carrying out the objects of the Institution and shall have overall responsibility for the governance and management of the Institution.
- (2) The Board of Trustees shall consult the Council on matters of strategy and policy relating to the objects of the Institution.
- (3) The Board of Trustees shall make Regulations in accordance with the provisions of these Byelaws, but such Regulations shall not come into effect until they are approved by the Council.
- (4) The Board of Trustees shall appoint such Standing Committees as it considers necessary from time to time and shall by Regulations specify the composition and terms of reference of such Standing Committees.
- (5) The Chairs of the Standing Committees shall be appointed by the Council, on the recommendation of the Board of Trustees as advised by the Nominations Committee.
- (6) The Board of Trustees may delegate any of its functions to the Chairman of the Board of Trustees or to the Chief Executive or to a Standing Committee except for the following:
 - (a) the approval of the Annual Report of the Institution;
 - (b) the approval of the overall annual budget and business plan for the Institution;
 - (c) the power to make Regulations.
- (7) The Board of Trustees shall produce an Annual Report of the Institution which shall deal with the activities of the Institution since the previous Annual Report and which shall incorporate a report by the Auditors

together with an income and expenditure account and balance sheet prepared and audited in accordance with accounting standards and practices generally accepted in the United Kingdom.

14. Termination of membership of the Board of Trustees

- (1) A Trustee shall cease to be a member of the Board of Trustees in any of the following circumstances:
 - (a) if he resigns from the Board of Trustees by giving notice in writing to the Institution;
 - (b) if he was appointed as a Trustee under Byelaw 12(2)(a) above and he ceases to be a member of the Institution;
 - (c) if his membership of the Board of Trustees is ex officio and he ceases to hold that office;
 - (d) if he is absent from three consecutive meetings of the Board of Trustees without the consent of the Board of Trustees;
 - (e) if he is removed from the Board of Trustees as a penalty imposed under Byelaw 8 above;
 - (f) if he is removed from the Board of Trustees pursuant to paragraph (2) below.
- (2) A Trustee may be removed from the Board of Trustees by a resolution of the Council. The Trustee shall be entitled to make written representations and to attend and address the meeting of the Council, either in person or through a representative.

15. Council

- (1) The Council shall be the representative body of members of the Institution.

- (2) The Council shall consist of:
 - (a) thirty-six members of the Institution, at least twenty-seven of whom shall be Corporate Members, elected by the members ;
 - (b) up to six other persons, co-opted by the Council on the recommendation of the Nominations Committee;
 - (c) the Officers (ex officio); and
 - (d) the Chairmen of the Standing Committees (ex officio).
- (3) Regulations shall prescribe the procedure and voting constituencies for the election of members of the Council under paragraph (2)(a).
- (4) A Council member elected under paragraph (2)(a) or co-opted under paragraph (2)(b) shall hold office for three years unless he ceases to be a member of the Council in accordance with Byelaw 17 below. A Council member elected under paragraph (2)(a) who changes membership category during his term of office shall remain on the Council until his term of office expires. A Council member may be re-elected or re-appointed for up to three further terms of three years each, but may not hold office under paragraph (2)(a) and/or (b) for more than twelve consecutive years.
- (5) The Council shall have the power to fill casual vacancies in its elected membership firstly by appointing the unsuccessful candidate achieving most votes at the preceding election and in any other case in accordance with Regulations. Members so appointed shall hold office for the remaining period for which the member in whose place they are appointed would have held the same.
- (6) The Council shall meet as and when the business of the Institution may require but at least twice in any

year. The Council shall make Standing Orders to govern the conduct of its meetings.

- (7) The quorum for meetings of the Council shall be twenty-five members of the Council present in person, including at least fifteen Corporate Members. A member of the Council shall be deemed to be present in person at a meeting if he participates by means of telephone conferencing, video-conferencing or other electronic means enabling all persons participating in the meeting to hear each other.
- (8) The President or, in his absence, the President Elect, shall preside as Chairman at meetings of the Council.
- (9) Except where there is a specified required majority, any resolution of the Council shall be passed by a simple majority of the votes of the members of the Council present at the meeting. In the case of an equality of votes, the Chairman of the Council shall have a second or casting vote.
- (10) A resolution signed by all of the members of the Council shall be as valid and effective as if it had been passed at a meeting of the Council.

16. Powers and duties of the Council

- (1) The Council shall advise the Board of Trustees on key strategic, professional and policy issues relevant to members of the Institution.
- (2) The Council shall consider and may approve Regulations made by the Board of Trustees in accordance with Byelaw 13(3) above.
- (3) The Council shall be responsible for the appointment of Trustees to the Board of Trustees and may remove a Trustee from the Board of Trustees in accordance with Byelaw 14 above.
- (4) The Council shall be responsible for ratifying the

appointment of the Chairman of the Board of Trustees and for appointing the Chairmen of the Standing Committees.

- (5) The Council shall be responsible for the nomination of the Officers and for the determination of the functions and duties of the Officers.
- (6) The Council shall appoint a Nominations Committee to advise it on appointments to the Board of Trustees and other key appointments. The composition and powers of the Nominations Committee shall be as prescribed in the Regulations.

17. Termination of Council membership

- (1) A member of the Council shall cease to be a member of the Council in any of the following circumstances:
 - (a) if he resigns from the Council by giving notice in writing to the Institution;
 - (b) if he was elected as a member of the Council in accordance with Byelaw 15(2)(a) above and he ceases to be a member of the Institution;
 - (c) if his membership of the Council is ex officio and he ceases to hold that office;
 - (d) if he is absent from three consecutive meetings of the Council without the consent of the Council;
 - (e) if he is removed from the Council as a penalty imposed under Byelaw 8 above;
 - (f) if he is removed from the Council pursuant to paragraph (2) below.
- (2) A member of the Council may be removed from the Council:
 - (a) by a resolution of the Council passed by a two-thirds majority of those present and voting at a meeting of the Council specially convened for the purpose;

- (b) by a resolution passed by a majority of the members attending and voting at a General Meeting. The member of Council shall be entitled to make written representations and to attend and address the General Meeting, either in person or through a representative.

18. Branches and groups

- (1) It shall be the duty of the Board of Trustees to encourage the setting up of branches in any area where sufficient members are located, and of such groups as may be appropriate.
- (2) Regulations shall prescribe the constitution of and the rules applicable to such branches and groups.

19. Equality and diversity

- (1) It shall be the duty of the Board of Trustees to take steps to promote equality and diversity in the membership of the Institution.
- (2) The Board of Trustees shall set out the Institution's policies on promoting equality and diversity and shall review the operation of those policies annually.

20. Officers

- (1) The Officers shall be appointed at the Annual General Meeting of the Institution.
- (2) Any person nominated for appointment as an Officer shall be a Corporate Member.
- (3) The Council shall nominate one of its members to become the President Elect. Alternative candidates for the office of President Elect may be nominated, provided that:

- (a) each alternative candidate shall be sponsored by no fewer than thirty-six Corporate Members who shall represent no less than one-half of the branches; and
 - (b) the Board of Trustees shall receive the relevant completed nomination form not less than fifty-six days prior to the Annual General Meeting.
- (4) Where more than one candidate is nominated the President Elect will be chosen by a vote of the members at the Annual General Meeting.
- (5) The President Elect shall, if willing and able to stand for office, become the President at the Annual General Meeting immediately following his year of office as President Elect. In the year immediately following his year of office as President, he shall become the Immediate Past President.
- (6) The Council may nominate up to six Corporate Members to become the Vice-Presidents. The categories of Corporate Member eligible for appointment and the procedure for election of Vice-Presidents shall be set out in Regulations.
- (7) Unless otherwise specified in Regulations, a Vice-President shall hold office for three years unless he ceases to be an Officer in accordance with paragraph (8) below, and may be re-appointed for one further term of three years only.
- (8) An Officer shall cease to hold office in any of the following circumstances:
- (a) if he resigns by giving notice in writing to the Institution;
 - (b) if he ceases to be a member of the Institution;
 - (c) if he is removed as an Officer as a penalty imposed under Byelaw 8 above;
 - (d) if he is removed by a resolution passed by a majority of the members attending and voting at

a General Meeting. The Officer shall be entitled to make written representations and to attend and address the General Meeting, either in person or through a representative.

21. Honorary Vice-Presidents

The Board of Trustees may appoint such persons as it thinks fit to be Honorary Vice-Presidents of the Institution, on such terms as it shall determine. Such persons shall not be members or Officers of the Institution.

22. Chief Executive

- (1) The Chief Executive shall be appointed by the Board of Trustees for such time, at such remuneration and upon such conditions as it may think fit, and any Chief Executive so appointed may be removed by it. The Board of Trustees may from time to time by resolution appoint an assistant or deputy Chief Executive, and any person so appointed may act in place of the Chief Executive if there be no Chief Executive or no Chief Executive capable of acting.
- (2) The powers and duties of the Chief Executive shall be determined by the Board of Trustees.
- (3) The Chief Executive may delegate any of his functions except for his role in the Institution's staff grievance procedure.

23. The seal

The seal of the Institution shall not be affixed to any instrument except by the authority of the Board of Trustees and in the manner laid down in Regulations which shall also provide for the custody of the seal.

24. Minutes

- (1) The Board of Trustees shall cause minutes of all of its meetings, all meetings of the Council, all General Meetings and all meetings of committees of the Institution to be duly kept and entered in books provided for that purpose and to be made available for inspection by those entitled to attend the meeting concerned.
- (2) Minutes prepared in accordance with paragraph (1) above if purporting to be signed by the Chairman of the meeting to which they relate or by the Chairman of the next succeeding General Meeting or meeting of the Board of Trustees or of the Council or of the relevant committee of the Institution, as the case may be, shall be sufficient evidence without any further proof of the facts therein stated.

25. Books of account

- (1) The Board of Trustees shall cause proper books of account to be kept with respect to:
 - (a) all sums of money received and expended by the Institution and the matters in respect of which the receipt and expenditure takes place;
 - (b) all sales and purchase of goods by the Institution;
 - (c) the assets and liabilities of the Institution.Proper books of account shall not be deemed to be kept unless such books, taken as a whole, give a true and fair view of the state of the Institution's affairs and explain its transactions.
- (2) The books of account shall be kept in such place as the Board of Trustees shall determine and shall be open to inspection by the Trustees during normal business hours.

- (3) The contents of the books of account shall be treated as confidential and shall not be published or disclosed to third parties except to the extent that the Board of Trustees may from time to time determine.

26. Auditors

- (1) The members in General Meeting shall appoint the Auditors who shall belong to a body of accountants established in the United Kingdom and for the time being satisfying the requirements of section 389 of the Companies Act 1985 or any statutory modification or re-enactment thereof.
- (2) The Auditors shall hold office from the close of the Annual General Meeting at which they are appointed until their resignation or the close of the next succeeding Annual General Meeting whichever is the earlier and shall be eligible for reappointment and shall receive such remuneration as may be determined or approved by the Board of Trustees.
- (3) If the office of Auditors shall become vacant for any reason before the expiration of the existing auditors' period of office the Board of Trustees shall forthwith appoint substitute Auditors in their place for the remainder of such period.
- (4) The Auditors may resign by notice in writing addressed to the Chief Executive.
- (5) The Auditors shall have a right of access at all reasonable times to the books, records, accounts and vouchers of the Institution and shall be entitled to require from the Officers, Chief Executive and senior staff of the Institution such information and explanations as may be necessary for the performance of their duties.
- (6) The Auditors shall make a report to the Institution on

the accounts examined by them and on every balance sheet and statement of accounts to be laid before the members in General Meeting during their tenure of office and the report shall, so far as relevant, contain statements of the kind which the auditors of a company incorporated in England would be legally required to make in their report to the members were the Institution such a company.

- (7) The Auditors shall be entitled to attend any General Meeting of the Institution and to receive all notices of and any other communications relating to any such General Meeting which members are entitled to receive and to be heard at any General Meeting which they attend on any part of the business of the General Meeting which concerns them as Auditors.

27. Indemnity

- (1) The Officers, Trustees, members of the Council, members of committees of the Institution, members of Branch Committees, Auditors, Chief Executive and other senior staff of the Institution may by resolution of the Board of Trustees be indemnified out of the funds of the Institution against any expenses or liability incurred by them in or about the discharge of their respective duties.
- (2) No Officer, or member of the Board of Trustees, or member of the Council, or member of a committee of the Institution or member of a Branch Committee shall be liable for any act other than his own or for signing any receipt or other document or for doing any other act for the sake only of conformity, or for any loss or expense which may be occasioned to the Institution, otherwise than as a direct result of his own negligence or wilful misconduct.

- (3) In furtherance of the objects of the Institution (but not otherwise) the Board of Trustees may provide insurance to cover the liability of the Trustees which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Institution provided that any such insurance shall not extend to any claim arising from any act or omission which the Board of Trustees knew to be a breach of trust or a breach of duty or which was committed by the Board of Trustees in reckless disregard of whether it was a breach of trust or a breach of duty or not and provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Trustees in their capacity as such.

28. Irregularities

If it is discovered that, in relation to any act purported to be done by any General Meeting or by any meeting of the Board of Trustees or of the Council or of any committee of the Institution, there was some defect in the constitution of such meeting or irregularity in its proceedings or some defect in the election, admission, appointment or qualification of any person purporting to act as an Officer, as a Trustee or as a member of the Council or of any committee of the Institution or as a member, such act shall be deemed to be as valid as if no such defect or irregularity had existed or occurred and no such defect or irregularity shall prejudice, vitiate, avoid or otherwise affect any act, dealing or contract made with any third party who acted bona fide and with no express notice of such defect or irregularity at the time of such act, dealing or contract.

29. Notices

- (1) A notice may be served by the Institution upon any member, either personally, by sending it through the post in a prepaid letter sent by first class post (or equivalent) addressed to such member at his address as appearing in the Register of Members, or by electronic means where the member has notified the Institution of an electronic address for the purpose of receiving electronic communications.
- (2) Any member described in the Register of Members by an address not within the United Kingdom, who shall from time to time give the Institution an address within the United Kingdom at which notices may be served upon him, or an electronic address in accordance with paragraph (1) above, shall be entitled to have notices served upon him at such address, but save as aforesaid, only those members who are described in the Register of Members by an address within the United Kingdom shall be entitled to receive notices from the Institution.
- (3) A notice may be served by a member on the Institution by addressing it to the Chief Executive at the Office and by either delivering it by hand to the Office, by sending it through the post in a prepaid letter sent by first class post (or equivalent), or by sending it to an electronic address notified by the Institution for the purpose of receiving electronic communications.
- (4) Any notice, if served by post, shall be deemed to have been served on the day which is the second business day following that on which the letter containing the notice was properly addressed and

put into the post office as a prepaid letter, and if served by electronic means, shall be deemed to have been served on the day that the notice was transmitted.

30. Inspection of documents by members

- (1) The Byelaws and Regulations for the time being in force shall be made reasonably available for inspection by members.
- (2) The Board of Trustees shall have power to determine the extent to which members shall be given access to the Register of Members, the Institution's minute books and the Institution's books of account.

31. Effective date

These Byelaws shall come into force and take effect on and from the date when these Byelaws are approved by the Lords of Her Majesty's Most Honourable Privy Council.

32. Transitional

All decisions, resolutions and appointments duly made under the Articles of Association of the Petitioning Corporation (as defined in the Royal Charter) as those Articles were in force immediately before the 1st day of April 2003 shall until the same are revoked or varied, remain as effective as if they had been duly made in conformity with these Byelaws and all amounts payable by members pursuant thereto shall remain payable until otherwise determined pursuant to these Byelaws.

33. Commencement

- (1) The Institution and its income, property and affairs shall be administered in accordance with the Original Royal Charter and the existing Byelaws until such day as may be appointed by the existing Council (in these Byelaws referred to as “the appointed day”).
- (2) The appointed day shall be a day within the period of three years from the date of the Charter unless the Lords of Our Most Honourable Privy Council on the application of the existing Council shall see fit to extend such period, of which extension a certificate under the hand of the Clerk of Our said Council shall be conclusive evidence.
- (3) Upon the appointed day the provisions of the Charter shall come into effect and the existing Byelaws shall be revoked, and the Institution and its income, property and affairs shall on and after the appointed day be administered in conformity with the Charter and the Byelaws.
- (4) The aforesaid revocation shall not affect the validity of anything done before the appointed day under the Original Royal Charter and the existing Byelaws, and all elections, appointments, acts, alliances, agreements, decisions, establishments, resolutions and things made, passed or done under the Original Royal Charter and the existing Byelaws shall be deemed to have been made, passed or done under powers granted by the Charter and the Byelaws but shall continue to take effect from the date on which they previously became or would have become effective.
- (5) The persons who immediately before the appointed day are members of the Institution in the class shown in the left-hand column below shall as from that date

be and be deemed to have become members in the class shown in the right-hand column below and shall be subject to the provisions of the Charter and the Byelaws:

Existing class	New class
Fellow who is undertaking CPD	Chartered Fellow
Member who is undertaking CPD	Chartered Member
Fellow who has retired from health and safety practice and who is no longer undertaking CPD	Retired Fellow
Member who has retired from health and safety practice and who is no longer undertaking CPD	Retired Member
Graduate Member	Graduate Member
Technician Safety Practitioner who is undertaking CPD	Technician Member
Technician Safety Practitioner who is not undertaking CPD	Affiliate Member
Affiliate	Affiliate Member
Honorary Fellow	Honorary Fellow

- (6) Before the appointed day the existing Council shall make a scheme for effecting the transition from the constitution of the existing Council to the constitution authorised by the Byelaws, and for the setting up of the Board of Trustees. The scheme (which may make provision for the compulsory retirement of members of the existing Council) shall provide for the transition to be effected within three years from the appointed day and shall have effect as if contained in the Byelaws. The Council as it is from time to time constituted during the transitional period shall have all the powers and duties conferred or imposed upon the Council by the Charter and the Byelaws.

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IOSH is the Chartered body for health and safety professionals. With more than 35,000 members in 85 countries, we're the world's biggest professional health and safety organisation.

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Incorporated by Royal Charter 2003
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