

BYE – LAWS
of the
INSTITUTE OF MATERIALS FINISHING

Adopted

1st February 2012 (TO BE UPDATED)

Versions prior to the change of name are available for viewing at Exeter House

Revised

7th March 2013

Revised

Jan 2018

Revised

April 2020 (TO BE UPDATED)

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1 Definition of Terms used in this document

Articles	The Articles of Association of the Institute
Board	The Management Board of the Institute
Bye-laws	The Bye-laws of the Institute of Materials Finishing
Chair	The Chairman, Madam Chairman or Chairwoman of a Board or Committee
Head Office	The Registered Office of the Institute
Institute	The Institute of Materials Finishing
Institute Year	A period of time commencing on the first day of July until the following last day of June
Member	Any person or organisation that has formally applied to, and been accepted, as a recipient of the benefits of the Institute
Membership	The total number of people and organisations belonging to the Institute as members
Memorandum of Association	The Memorandum of Association of the Institute of Materials Finishing from time to time in force

2 Alterations to Bye-Laws

Alterations to the Bye-Laws of the Institute may only be made by a majority decision of those present and voting at a quorate Board meeting

3 Election of Members of the Institute

3.1 All Members

Application for membership shall be made on the prescribed form and in the case of an applicant for Professional Membership shall include the names of two referees to whom the applicant is known.

One of these referees shall be a Professional Member of the Institute, or failing that a member of any other Association, Institute, Corporation or Society having an interest in the study of, and research in Electrochemistry, Electrometallurgy, Organic Coatings, Surface Finishing, Surface Engineering and other related Material Sciences.

Where the applicant cannot find referees or where the particulars appear insufficient, the Board may demand other evidence of character, qualifications and / or experience.

3.2 Affiliate Member

Affiliate members shall not be subject to any test of knowledge of the theory or practice in surface finishing and shall not be entitled to the use of any letters or other insignia to their names indicating membership of the Institute.

3.2.1 Affiliate Scholar Member

Affiliate Scholar Members have Affiliate Members' rights and shall be persons engaged in a formal educational course of study provided or approved by the Education and Training Committee. Affiliate Scholar is not entitled to use any letters or other insignia in their names indicating membership of the Institute unless they also hold Professional Membership and if so, will be entitled to use any letters or other insignia indicating their professional membership.

3.3 Student Member

Student Members are individuals who are engaged in full time education at a recognized educational establishment. Student Membership is normally limited to a maximum of five (5) years, at the discretion of the Board, and only applies to those students who are not sponsored or do not receive significant financial support.

3.4 Professional Member

Professional Members shall satisfy the Examination and Qualifications Board that they are qualified according to the regulations for entry to Professional Membership approved by The Board for the time being.

3.5 Honorary member

Shall be persons of distinction relative to the objects of the Institute. Such Honorary members shall not at any time exceed twelve in number. They pay no membership subscriptions and have no voting rights unless already a member of the Institute.

3.6 Sustaining Members

Application for Sustaining Membership shall be made on the prescribed form on behalf of the organization concerned and signed by an authorized person. The applicant shall nominate a representative to whom all communications will be sent and who shall have the same status and rights as those of an Affiliate. Sustaining Members must appoint a proxy in order to vote which in the case of a corporate body must be signed by two authorized signatories.

3.7 Retired Status

Retired Status may be granted to Professional or Affiliate members who have reached the age that qualifies for state retirement pension, or who have retired from substantially remunerative employment and have applied to The Board for a change in their membership status; such change being at the discretion of the Board but will not normally be withheld.

Members who are granted Retired Status are entitled to a reduced annual subscription

3.8 Board Approval of Applicants

Notwithstanding the provisions of paragraphs 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7, all applications shall be subject to approval by the Board by the procedure detailed in 3.6 of the Articles.

3.9 Appeals

If a professional membership applicant is not satisfied with the offered grade, one (1) appeal may be made to the Board. Any appeal should detail reasons for the appeal and provide sufficient evidence to support it. The decision of the Board will be final

4 Subscriptions

4.1 Due date

All Subscriptions are payable on the 1st July each year or at such date as shall be decided in a General Meeting of the Institute.

4.2 Lapse of Membership

A reminder of unpaid subscriptions shall be sent to the Member concerned two months after the due date for payment. The notice shall state that the Membership will lapse automatically and without further reminders if the subscription remains unpaid four weeks from the date of notice.

4.3 Amount

The amount of the annual subscription payable in the different grades of Membership, and the amount of entrance fee if any, shall be reviewed from time to time by The Board. Should the Board decide that an increase is required the proposal shall be put to the Membership at a quorate Annual General or Extraordinary General Meeting. The recommended increase will be applied from the first day of July following the General Meeting if it is approved by a simple majority of those present and voting.

5 Election of Membership Representatives to the Board

5.1 Membership Level

Membership Representatives shall be Professional Members or Affiliates

5.2 Term of Office

Until the third Annual General Meeting following that at which they assumed office.

5.3 Nomination and Election

Nominations for candidates for the position of Membership Representative will be requested from the Individual Members of the Institute at least six (6) months prior to the AGM at which such Membership Representatives will assume office. Nominations to be received by the Secretary General no later than three (3) months prior to the AGM at which such Membership Representatives will assume office. Nominations shall be supported by

not less than three (3) Professional Members or Affiliates. In the case that more than two (2) nominations are received a secret ballot shall be conducted at the AGM.

5.3.1 Eligibility to vote

Only Affiliate, Professional and Sustaining Members are eligible to vote. Voting may be conducted by a show of hands by persons attending, by proxy or by use of any agreed electronic method, provided that any electronic method is previously agreed with the Secretary General at least three (3) working days prior to the meeting. Any failure of the electronic method will be considered a null vote and will not affect the result of the vote.

5.4 Notification

The Secretary General will announce to the AGM the names of those who will be taking office. The names of those taking office will be notified to all Members.

6 Vice President

6.1 Request for Nominations

At the penultimate Board meeting prior to the Annual General Meeting at which the existing Vice President will assume the office of President the President shall request all members of the Board to submit nominations for the next Vice President at the next meeting of the Board. Nominations shall be supported by not less than three (3) Professional Members or Affiliates and nominees shall have consented to nomination.

6.2 Appointment of the next Vice President

At the meeting of the Board following that at which nominations were requested selection of the next Vice President will be by the following procedure:-

6.2.1 If only one nominee has been put forward the nominee will assume the office of Vice President at the following Annual General Meeting of the Institute.

6.2.2 If more than one nominee has been proposed a secret ballot of those present shall be conducted. Votes to be counted by the President and Secretary General or in the absence of one or both by two members of the Board present and acceptable to a majority of those present.

In the event of a tie the President shall have the casting vote. The nominee with the highest number of votes will assume the office of Vice President at the following Annual General meeting of the Institute.

6.3 Assuming Presidency

The Vice President will assume the position of President at the Annual General Meeting marking the end of the previous President's term of office.

7 Appointment of Secretary General and Treasurer

At the penultimate Board meeting prior to an Annual General Meeting the incumbents shall be asked if they are willing to serve in office for the forthcoming Institute Year. In the case

where the answer is “unwilling to serve a further term of office” The Board shall appoint a replacement to take office from the start of the Institute Year.

If they are willing to serve a further term of office their continuation in office will be put to the next Annual General Meeting for ratification. Should the Membership fail to ratify the continuation in office of the incumbents at the Annual General Meeting a request for nominations will be sent to all Members qualified to vote at General Meetings of the Institute within one (1) month. Nominations must be supported by three (3) Professional Members or Affiliates and be sent to Head Office to arrive no less than two (2) months from the date of the request. Nominees must have consented to nomination.

If one or more nominations are received a postal ballot of all members qualified to vote at General Meetings of the Institute shall be held, the list of candidates may contain the name of the Incumbent General Secretary and / or Treasurer as the case may be.

Should no nominations be received the incumbent Secretary General and /or Treasurer shall be invited to continue in office for the next Institute Year notwithstanding the result of the vote at the Annual general Meeting. If a postal ballot has been conducted the votes will be counted by the President and Vice President. The person or persons, as the case may be, with the most votes shall be appointed to take office at the beginning of the next Institute Year. Ties will be decided at the President’s discretion.

8 Election of the Honorary Editor of the Transactions of the Institute

8.1 Nomination

At the first Board meeting of the relevant Institute Year, the Secretary General shall invite all voting members of the Board to submit their nominations for the office of Editor for the ensuing four (4) Institute Years. Nominees shall have given their consent to nomination. Nominations shall be supported in writing by at least three (3) Professional Members or Affiliates prior to the first Board meeting of the next calendar year.

8.2 Election

At the first Board meeting of the appropriate calendar year and not later than the end of February the Editor shall be elected by the Board. If necessary a ballot shall be taken of those Board members present from all nominations duly submitted to the Secretary General. In the event of the tie the President, or Chair of the meeting if the President is not present shall have a second casting vote.

The Editor shall hold office for four (4) years subject to confirmation annually by the Board. The Editor may be re-elected for further terms without a break.

9 Standing Committees

9.1 Constitution of Standing Committees

Standing Committees may be constituted at the discretion of the Board to advise the Board on specialized subjects. The Board may de-constitute a Standing Committee at its discretion.

9.1.1 Current Standing Committees

The Education and Training Committee

The Examination and Qualification Board

The Marketing and Membership Committee

The Publications Committee

The Science Committee

9.2 Appointment of Chairs of Standing Committees

When a new Standing Committee is constituted the Board shall appoint a Chair. On subsequent years each Standing Committee will identify a Chair for the next Institute Year and notify the Board prior to the last Board meeting of the Institute year.

At its last meeting in each Institute Year the Board shall confirm, at its discretion, all Chairs of Standing Committees for the next Institute Year.

9.2.1 Title of Chairs of Standing Committees

Chairs of Standing Committees are entitled to use the style Director following the subject of their Committee;-

Education and Training Director

Examination and Qualification Director

Marketing and Membership Director

Publications Director

Science Director

9.3 Term of office of Committee Chairs

The term of office of the Chairs of Standing Committees shall be indefinite but be subject to the annual confirmation by the Board.

9.4 Quorum and voting

The quorum for a Standing Committee shall be *three (3)*.

9.4.1 Voting

Only eligible Members of a Standing Committee may vote. Voting may be conducted by a show of hands by those present, by proxy or by any electronic method that is agreed by the Chair.

9.5 Membership of Standing Committees

The number of members of a Standing Committee shall be decided by the Chair bearing in mind the requirement of Clause 9.4

The members of the Standing Committees shall be nominated by the respective Chairs but shall be subject to confirmation by the Board at its first meeting in each Institute Year.

Committees shall comprise members of Branches and special interest groups where appropriate, and other members as deemed necessary.

Membership of Standing Committees shall be internally reconfirmed annually, normally at the Standing Committees' meeting immediately prior to the end of the Institute's financial year.

The President, Vice President, Secretary General and Treasurer are ex-officio members of all Branch and Standing Committees but excluding the Examination and Qualification Board.

The Chair of the Examination and Qualification Board or their deputy or one other nominated member of the Examination and Qualification Board shall be members of the Education and Training Committee. No other members of the Examination and Qualification Board shall be members of the Education and Training Committee.

The Editor of the Transactions of the Institute shall be a member of the Publications Committee.

Persons involved with the provision of courses such as members of the Education and Training Committee and markers of examination papers shall not be eligible for membership of the Examination and Qualification Board. However at the discretion of the Chair, the Examination and Qualification Board may liaise with such persons.

Members of the Examination and Qualification Board shall be Professional Members of the Institute, normally of Fellowship grade.

9.6 Co-option of members of Standing Committees

All committees may co-opt additional members or non-members of the Institute where desirable for the work of the committee but they shall have no voting rights.

All co-options shall lapse at the end of each Institute Year but may be renewed. Each co-option shall be reported to the next meeting of the Board which has the power to refuse or terminate any co-option.

9.7 Meetings of Standing Committees

All Standing Committees shall meet at least twice per year.

9.8 Reporting by Standing Committees

All Standing Committees shall supply to the Board a written report after each meeting

All Standing Committees shall submit a written report of their activities for each Institute year for inclusion in the Annual Report of the Board

9.9 Standing Committee responsibilities

9.9.1 Education and Training Committee

The Education and Training Committee shall manage the Education, Training and Continuous Professional Development (CPD) affairs of the Institute in accordance with Board policy and National Standards as from time to time exist. In particular, the Committee shall be responsible for the provision of courses of the Institute examinations, fostering CPD within the Institute and advising the membership on matters relating to their Continuous Professional Development.

The Chair of the Education and Training Committee may set up and chair a “consultative working group” to enable the Institute to liaise with a wider constituency of similar minded bodies in the field of surface finishing. Membership shall be by invitation of the Chair.

9.9.2 Examination and Qualification Board

The Examination and Qualification Board shall be responsible to the Board for the management and organization of examinations, the recommendation of pass lists following examinations and thus generally upholding the standards and credibility of the Institute’s examinations.

The Examination and Qualification Board shall manage the admission of non-professional members and the granting of professional qualifications in accordance with Board policy.

The Examination and Qualification Board shall appoint one of its members to the position of Qualification Manager who will be responsible for recommending to the Board the appropriate level of professional membership of applicants for professional membership.

The Examination and Qualification Board will appoint examiners, invigilators and approve examination papers and the arrangements for the sitting of such examinations

9.9.3 Marketing and Membership Committee

The Marketing and Membership Committee shall be responsible for promotion of the Institute and manage the Institute's public relations activities in accordance with the policy of the Board. It shall also manage recruitment of members of the Institute in accordance with the policy of the Board.

9.9.4 Publications Committee

The Publications Committee shall manage the publications of the Institute in accordance with Board policy.

9.9.5 Science Committee

The Science Committee shall focus on the science of surface engineering and surface treatments and facilitate innovation in the industry. It will also identify the needs of industry and provide an interface between industry and academia to provide knowledge development and transfer.

10 Branches and Groups

10.1 Formation of Branches and Groups

The Board may authorize the formation of Branches and special interest Groups as provided for in the Articles of the Institute, Article 8, for the purposes defined in that article.

10.2 Administration of Branches and Groups

Branches and Groups shall operate within the Branch and Group Rules approved by the Board

10.3 Reporting by Branches and Groups

All Branches and Groups shall submit to every Board meeting a written report of their activities.

All Branches and Groups shall submit a written report of their activities for each Institute year for inclusion in the Annual Report of the Board

11 Disciplinary Procedures

An important function of the Institute is self regulation: the setting and regulation by members of appropriate standards of professional competence and conduct

11.1 General

If any matter relating to the conduct, or alleged conduct, of a members which reflects, or might reflect, on their suitability to be a member of the Institute and / or which might affect the reputation of the Institute, is brought to the Board's attention, The Board shall establish all the relevant facts so far as possible before any action be taken.

Any disciplinary procedure should be clear, open, fair, unbiased and proportionate; it should accord with the principles of natural justice.

11.2 Appointment of a Committee of the Board

In order to establish the facts, The Board shall appoint a Committee of the Board to investigate all the circumstances as far as possible. The Committee shall comprise members of the Board, normally at least three in number, of senior status in the Institute (but in any case not lower in professional grade than the member being investigated) and include at least one Officer . The President is excluded from membership of the Committee.

11.3 The Disciplinary Process

The Committee of the Board shall collect, examine and clarify any evidence presented to it. Both the complainant and subject of the complaint may present their case in person or have a representative of their choice do so on their behalf.

Only material directly relevant to the complaint may be submitted.

11.4 Notification of action

After the investigation, the Committee of the Board shall inform the member concerned of the matter they have investigated. If action is deemed necessary the Committee of the Board shall notify the member of the decision and of the action to be taken

11.5 Appeal Procedure

Should the member dispute the decision of the Committee of the Board the member may appeal against the decision of the Committee of the Board in person at the next meeting of the Board. The decision taken by the Board shall be final.

11.6 Records of Proceedings

An impartial record should be made of all investigations and hearings. Summaries should be in the form similar to minutes of a meeting; they should not be verbatim, but in a form that contains sufficient detail for a reviewer to understand the issues and proceedings.

11.7 Confidentiality

Any investigation of such matters shall be confidential and restricted to the members of the Board involved and to the member involved.

12 Code of Conduct

12.1 General

Membership of the Institute is implicit on adherence to the Code of Conduct as approved by the Board and in force at the time

If changes are considered necessary and approved by the Board notification must be supplied to potential members with their application form and to existing members with their subscription on demand. Changes shall be enforced only after notification to the membership by any method by which notices are given by the Institute and as specified in the Articles of Association.

12.2 Guidance

Members should always conduct themselves in a professional manner and ensure all legal and social responsibilities are upheld and maintained.

Members should strive to promote best practice and continual development in all activities associated with the Institute and its objectives as described in its Memorandum of Association.

Members should not act in any way that may bring the Institute into disrepute or harm.

13 Age limitation

All members of the Management Board and officers of the Branches, Groups and Standing Committees shall retire from that position on reaching their eightieth birthday.

14 Bribery

The giving and receiving of bribes in connection with the Institute business or activities is forbidden.

Any Member who accepts or gives a bribe in connection with Institute business shall be expelled under the conditions of Bye-law 11.

Any member of staff giving or receiving a bribe in connection with Institute business shall be dismissed.

The following does not comprise part of the Bye-laws:-

Record of Changes

Name of the Institute changed by special resolution 5th December 2012

Public Relations committee renamed Marketing Committee. Approved by the Board March 7th 2013.

Position of Qualifications Manager introduced to the Examination and Qualifications Board. Approved by the Board March 7th 2013.