

College has the meaning given in Part 1 Regulation 8.2.

Corporate Affiliate Member has the meaning given in Part 1 Regulation 15.3.

Council the elected members of the Council for the time being of the Institute.

Equality and Diversity Policy the operating procedures of the Institute which address issues of equality and diversity.

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Fu Member shall have the meaning given in Part 1 Regulation 9.1.

Secretary such person appointed to perform the duties of the Company Secretary of the Institute for the time being.

Special Resolution means a resolution passed at a General Meeting and passed by not less than 75% of the Members present in person or by proxy and voting at that meeting.

Staff Affiliate Member shall have the meaning given in Part 1 Regulation 15.4.

Student Member shall have the meaning given in Part 1 Regulation 14.1.

Vice President a vice president appointed in accordance with Part 1 Regulation 7.

2.3 In these Regulations, unless the context otherwise requires:

- (a) the singular includes the plural and vice versa;
- (b) words importing one gender only shall include all genders;
- (c) words importing persons shall include corporations and other legal entities.
- (d) references to any legislation includes any statutory modification or re-enactment thereof;
- (e) a reference to 'in writing' includes fax and email;
- (f) headings are for convenience only and shall not affect the interpretation of these Regulations.

Part Members' Details

ENTITLEMENT OF MEMBERSHIP

3.1 The following persons are entitled to be Members:

- (a)

- 4.2 The Members whose names appear on the Register of Members on the date on which these Regulations are adopted shall be the Members, together with such other persons who are elected in accordance with these Regulations.
- 4.3 The rights, duties and proceedings of the classes of Members may be varied from time to time in accordance with these Regulations. The separate consent of a class of Members shall not be required if a resolution to change to the rights, duties and proceedings of that class (or any other class) has been passed in accordance with these Regulations.
- 4.4 The rights, duties and proceedings of a category of a class of Members may be varied from time to time in accordance with these Regulations. The separate consent of a category of a class of Members shall not be required if a resolution to change the rights, duties and proceedings of that category (or any other category) has been passed in accordance with these Regulations.

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- 5.1 Voting Members shall be divided into the following categories:
- (a) Chartered Trading Standards Practitioners
 - (b) Full Members
 - (c) Fellows
 - (d) Associate Members
 - (e) Student Members
 - (f) such further categories as may be specified in these Regulations from time to time.

NON O ING MEMBE

- 6.1 Non Voting Members shall be divided into the following categories:
- (a) Affiliate Members;
 - (b) Corporate Affiliate Members; and
 - (c) such further categories as may be specified in these Regulations from time to time.
- 6.2 Details of the rights, duties and proceedings relating to the various categories of Member are as set out in these Regulations.

College and no act or proceedings of the College shall be effective unless and until confirmed by resolution of the Council.

- 8.6 A Fellow who is a Retired Member shall be eligible for election to the Council and shall be entitled to the rights of and privileges of a Full Member.

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plus the signature of not less than six Members of the Institute and which shall be provided in writing to the Council prior to consideration.

RETIRED MEMBERS

- 11.1 A 'Retired Member' shall be a person who has been duly admitted by the Board as a retired Member and who, having been a Full Member or Associate of the Institute, ceased to be eligible for such membership or associateship on retirement from their qualifying appointment. Such retired person may become a Retired Member of the Institute, subject to such conditions as may be prescribed by the Board and shall have all the rights and privileges of a Member of that category of membership such Retired Member had immediately prior to retirement. Subscriptions shall be payable at the rate prescribed for Retired Members.

HONORARY MEMBERS

- 12.1 An 'Honorary Member' shall be a person duly admitted by the Council as an honorary Member, who has attained eminence in the administration of the laws relating to trading standards or distinguished attainments associated with or interested in the work of trading standards.
- 12.2 An Honorary Member shall not be deemed to be a member of the Institute.

- 13.2 An Associate Member shall have all the rights and privileges of a Member including the right to vote but shall not be eligible for election to the Council.

DEN MEMBE

- 14.1 A 'Student Member' shall be a person who has been duly admitted by the Board as a student Member and shall be a person who is registered as a student for one of the Institute's qualifications or other course of study eventually leading to one of the Institute's qualifications or undertaking a recognised apprenti

delegate the administrative responsibility of determining membership of the Institute to the Chief Executive or Secretary, subject to final endorsement by the Board.

- 18.5 If an application for membership under Regulation 18.1 & 18.2 is rejected by the Board, the applicant may appeal (by serving a written notice on the Council) for the decision of the Board to be referred to the Council's Professional Conduct Committee specifically appointed for that purpose, whose composition, powers, duties and procedures shall be determined by the Members. The Professional Conduct Committee shall consider the appeal and notify the applicant of its decision within three months of its receipt of the notice of appeal. The decision of the Professional Conduct Committee shall be final.

ADMISSION OF MEMBERSHIP BY THE COUNCIL

- 19.1 The Council, at its discretion, shall determine whether any person or body shall be admitted to the Institute as a Member under the following:
- (a) Fellow;
 - (b) Life Member (Associate Member);
 - (c) Honorary Member (Affiliate Member);
 - (d) Chartered Trading Standards Practitioner;
 - (e) President and Vice President (Associate Member).
- 19.2 The application procedure for the above categories shall be determined by the Council. The decision of the Council not to admit any person or body shall be final and the Council

- 20.4 Each Member (of any category) who resigns as a member, whose name is removed from the Register for failure to pay the annual subscription, or who is suspended or expelled from the Institute, shall forthwith at their expense send their Certificate of Admission to the Secretary, provided that:
- (a) in the case of suspension such Certificate of Admission shall be returned to the Member if they continue as such at the end of the period of suspension; and
 - (b) that the Board may waive the requirements of this Regulation 20.4 as they see fit.
- 20.5 No Member shall, in dealing with the Institute's affairs, represent or purport to represent the views of the Institute without the express permission of either the Chair of the Council or the Chief Executive, unless acting in the capacity as chair or secretary of a committee set up by the Council or the Board or as an officer of the Institute or Lead Officer.
- 20.6 Each Member shall notify the Secretary of his or her place of employment or their home address and the address so notified shall be deemed to be their registered address.

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- 21.1 If any Member leaves at, or sends by post or facsimile to, the registered office of the Institute a signed notice in writing or an email addressed to the Secretary stating a desire to resign from membership of the Institute, such Member shall cease to be a Member from the date on which the notice is received by the Institute.
- 21.2 If any Member of any category is guilty of dishonourable or unprofessional conduct, or of conduct prejudicially affec048(i)4.47947(o)12.1957(n)1.319421.32101()-1572()-4869421.32101(d8(e

the Professional Conduct Committee and the Appeal Committee as referred to in Regulation 21.3.

MEMBERHIP

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- 26.6 If at any meeting a member of the Council is unwilling to act as Chair of the General Meeting and if no member of the Council is present within 15 minutes after the time appointed for the holding of the General Meeting, the Members present shall choose one of their number to be Chair of the General Meeting.
- 26.7 The Chair of the General Meeting may, with the consent of any General Meeting at which a quorum is present (and shall, if so directed by the General Meeting) adjourn the General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the General Meeting from which the adjournment took place. When a General Meeting is adjourned for forty days or more, notice of the adjourned General Meeting shall be given as in the case of an original General Meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned General Meeting.
- 26.8 At any General Meeting a resolution put to the vote of the General Meeting shall be decided on a show of hands unless a poll is (before or on declaration of the result of the show of hands) demanded:
- (a) by the Chair of the General Meeting;
 - (b) by at least three Members present in person or by proxy; or
 - (c) by any Member or Members present in person or by proxy and representing not less than one-tenth of the total voting rights of all the Members having the right to vote at the General Meeting.
- 26.9 Unless a poll is so demanded, a declaration by the Chair of the General Meeting that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost and an entry to that effect in the book containing the minutes of proceedings of the Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 26.10 A demand for a poll may be withdrawn.
- 26.11 Save as may be otherwise expressly provided herein, a poll if duly demanded shall be taken at such time and place, and in such a manner, as the Chair of the General Meeting shall direct, and the result of the poll deemed to be the resolution of the General Meeting at which the poll was demanded.
- 26.12 No poll shall be demanded on the election of the Chair of a General Meeting or on any question of adjournment.

- 26.13 In the case of equality of votes, whether on a show of hands or on a poll, the Chair of the General Meeting shall be entitled to a second or casting vote.
- 26.14 The demand for a poll shall not prevent the continuance of a General Meeting for the transaction of any business other than the question on which a poll has been demanded.
- 26.15 A resolution in writing being a Special or Extraordinary Resolution agreed by the necessary majority of the Members for the time being entitled to receive notice of and to attend and vote at General Meetings shall be as valid and effective as if the same had been passed at

communication to appoint a proxy issued in relation to the meeting, be received at such address not less than forty-eight hours before the time for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote.

27.9 An instrument appointing a proxy shall be in the following form or a form as similar as circumstances allow:

' C r r n t n r s Insttu

I A E n r a t o v n Insttu p p o n t A E o r i n t t
p r s o n A E a . A D D E s p r o y / t o v o t e o n i t t n n u
t r o r n r o r o u r r s t s e r e t n a t Insttu t
o n t . D A E a H . Y E A n t n o u r n e n t t e d

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27.10 Where it is desired to give Members an opportunity to vote for or against a resolution, the instrument appointing a proxy shall be in the following form or a form as similar as circumstances allow:

' C r r n t n r s Insttu

I A E n r a t o v n Insttu p p o n t A E o r i n t t  
p r s o n A E a . A D D E s p r o y / t o v o t e o n i t t n n u  
t r o r n r o r o u r r s t s e r e t n a t Insttu t  
o n t . D A E a H . Y E A n t n o u r n e n t t e d

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In the case of an amendment to a resolution being d

