

RULES OF THE INSTITUTE OF FISHERIES MANAGEMENT

(as amended 1996, 2000, 2002, 2008, 2011 and 2013)

Name

1. The name of the Institute shall be the Institute of Fisheries Management (hereinafter referred to as 'the Institute').

Objects

2. The objects of the Institute shall be the advancement of the science and practice of fisheries management, and in furthering its objects the Institute shall:

Promote the advancement of sustainable fisheries management in all or any of its branches and seek to improve and elevate the technical and general knowledge and efficiency of persons engaged in, or about to engage in, fisheries management, so as to advance the standing thereof as a profession for the public benefit.

In order to achieve its objects the Institute may:-

- (A) Provide or arrange for the provision of theoretical and practical instruction in subjects relevant to fisheries management; test, by examination or otherwise, the competence of persons engaged in, or about to engage in, fisheries management; award prizes and certificates and the right to use distinctive letters; institute, establish, and award scholarships, grants, rewards and other benefactions; and accept and administer trust funds for all or any such purposes.
- (B) Promote and facilitate the inter-change and circulation of information, ideas and practical experience on all matters pertaining to fisheries management and consideration, and discussion of all questions relating thereto or affecting the same, and to watch over, promote and protect the interests of the members of the Institute.
- (C) Determine such designations as members of the Institute or different classes of such members as shall be entitled to place after their names and in such or other forms as may be so determined.
- (D) Co-operate with, receive into union, become a member of, or otherwise assist any association and institution with objects altogether or in part similar to those of the Institute.
- (E) Establish such direct branch or sectional societies and local and other associations as are found requisite for the promotion of all or any of the objects of the Institute.
- (F) Admit any persons to be students of the Institute on such terms and to confer on them such rights and privileges as may seem expedient.
- (G) Do all such other lawful things as are incidental or conducive to the

attainment of the above objects or any of them.

Membership

3. (A) General

Applications for election to membership of the Institute shall be in accordance with the form, which from time to time shall be prescribed by the Council. The Council shall have discretion in determining any questions arising from the application of these Rules, and adjudicating on questions of membership.

(B) The membership of the Institute shall consist of :-

Honorary Fellows, Fellows, Honorary Members, Registered Members, Associate Members, Affiliate Members, Subscriber Members, Student Members and Corporate Members

(C) The Membership Secretary of the Institute or any other person appointed for this purpose by the Council shall keep and maintain a register containing the names of all persons elected into any of the categories of membership of the Institute.

(D) Abbreviated titles and description of membership:-

Honorary Fellows, Fellows, Honorary Members, Registered Members and Associate Members shall be entitled to the exclusive use after their names of the initials Hon.F.I.F.M., F.I.F.M., Hon.M.I.F.M., M.I.F.M., A.M.I.F.M. respectively.

No person shall adopt or describe himself by any other description or abbreviation to indicate his class of membership.

(E) Eligibility for membership

Persons shall be eligible for election by the Council to membership of the Institute in the following categories respectively:-

(i) FELLOWS

Persons who, in the opinion of the Council, have made a significant contribution to fisheries management in the field of research, development or otherwise, and/or in furthering the interests and objects of the Institute, may be invited to become Fellows of the Institute by the Council on the recommendation of the Fellowship Committee. No member of the Fellowship Committee during his term of office shall be eligible to become a Fellow. Every proposed invitation under this Rule must be considered by the Fellowship Committee before being submitted to the Council.

(ii) HONORARY FELLOWS AND HONORARY MEMBERS

Persons elected as Honorary Fellows or Honorary Members, whose number

shall not exceed one-fiftieth of the total number of all categories, shall be persons who have rendered special service to fisheries management or to the Institute, or who are distinguished in some other sphere. No member of the Fellowship Committee during his term of office shall be eligible to become an Honorary Fellow or Honorary Member. Any proposal under this Rule must be considered by the Fellowship Committee before being submitted to the Council.

(iii) REGISTERED MEMBERS

Persons who can demonstrate a minimum of five years relevant experience in fisheries management and who:-

- (a) hold the Diploma of the Institute or
- (b) hold an appropriate degree or
- (c) hold such alternative qualifications as the Council may from time to time deem appropriate.

Provided that the Council may, in any particular case, grant exemption in respect of (a) and (b) above.

(iv) ASSOCIATE MEMBERS

Persons who hold a relevant degree, IFM Diploma or other qualification as agreed by the Council.

(v) AFFILIATE MEMBERS

Persons who may be working in fisheries management in a paid or voluntary capacity and undertaking professional development within fisheries.

(vi) SUBSCRIBER MEMBERS

Individuals not qualifying for membership in any other category and having an interest in fisheries management.

(vii) STUDENT MEMBERS

Individuals involved in fisheries management and who are in full or part-time education but are not in regular, paid employment. It shall be a condition of membership as a Student member that a person who ceases to qualify thereof shall advise the Membership Secretary without delay.

(viii) CORPORATE MEMBERS

Bodies having an interest in fisheries management or incorporating individuals with such an interest, or sharing some common goal with the Institute. Individuals associated with Corporate Members are not entitled to benefits associated with other membership categories.

In these Rules, unless the context requires otherwise, Member means any person admitted to membership in any of the foregoing categories.

The Council

4. (A) The general conduct of the business of the Institute and the determination of its policies shall be managed by a Council.
- (B) The Council shall be composed of the President, Vice Presidents, fifteen elected members, Branch representatives referred to in (D) below and persons co-opted as members under (C) below, all of whom must be Members of the Institute.
- (C) The Council shall have the power to co-opt persons to the Council (not exceeding ten in number).
- (D) Each Branch shall have the right to nominate one representative to attend Council meetings. Such Branch representatives must be Members of the Institute, and reasonable expenses will be met for travel of Branch representatives to Council. Branch representatives shall have the same voting powers as elected Council members.
- (E) Any vacancy in membership of the Council shall not invalidate the actions of the Council.
- (F) The quorum for meetings of the Council shall be six Members.
- (G) The Council shall elect annually at its first meeting after the Annual General Meeting one of their number to act as Chairman of the Council. A retiring Chairman shall be eligible for re-election, but no Council member shall act as Chairman for more than *five* consecutive years.
5. (A) At each Annual General Meeting one third of the elected Council members shall retire, these being those who were elected three years before. Retiring members shall be eligible for re-election.
- (B) No person who has not been recommended by the Council for election shall be qualified to be elected at any Annual General Meeting as an elected member, unless, not earlier than 90 and not later than 28 clear days before the date of the said meeting, there has been given to the Secretary by some Member duly qualified to be present and vote at the said meeting, notice in writing nominating such a person for election, and also notice of willingness, in writing, signed by the person nominated.
- (C) If the number of persons qualified to be elected to the Council at any Annual General Meeting exceeds the number of vacancies to be filled, an election shall be made by voting papers which, at the expiration of the period prescribed by the last foregoing paragraph for nominations of candidates, the Council shall cause to be sent by post to each Member entitled to vote.

The voting papers shall be posted at least fourteen days before the Annual General Meeting at which the election is to take place, and each voting paper shall specify the persons who have been nominated, together with retiring members willing to act and eligible for re-election, and persons recommended by the Council for election, and shall instruct the elector to fill up the voting paper by setting opposite the name of each candidate in whose favour he votes (the aggregate of such candidates not being more than the number of vacancies to be filled) a cross, and to sign it at the foot and to return it to the Secretary of the Institute so as to reach the Secretary of the Institute at least three clear days before the date fixed for the Annual General Meeting. Any paper which does not reach the Secretary duly signed within the last-mentioned period shall not be counted. In the event of an equality of votes for any two or more candidates, the Chairman for the time being of the Council shall have a casting vote.

- (D) Any questions as to the retirement in rotation of elected members shall be determined by the Council.
- (E) Any casual vacancy in the elected members of the Council may, if thought fit, be filled by the Council, but any elected member so appointed shall retire (although eligible for re-election) at the Annual General Meeting next following the appointment.

Election of Honorary Fellows, Fellows and Honorary Members

- 6. All proposals for the election of Honorary Fellows, Fellows and Honorary Members shall be considered by the Fellowship Committee before being submitted to the Council. If recommended for election by the Fellowship Committee, an Honorary Fellow, Fellow or Honorary Member shall be elected by secret ballot by the favourable votes of at least three fourths of the whole number present at any meeting of the Council

Voting

- 7. At meetings of the Institute other than the Annual General Meeting or Special Meetings, and of the Council, all matters (except the election of Honorary Fellows, Fellows or Honorary Members) shall, unless a poll be demanded and taken in accordance with this Rule, be determined on a show of hands. A poll may be demanded by not less than 5 Members present and entitled to vote and, on a poll, all Members shall be entitled to one vote. Members other than those herein mentioned shall be entitled to attend and speak at meetings of the Institute but not to vote. Only Members attending in person will be allowed to vote. There shall be no proxy or postal votes. At meetings of committees of the Institute every member of the committee shall, unless the Council otherwise resolve, have one vote. In the case of an equality of votes at any meeting of the Institute, the Council or any committee thereof, the Chairman shall, in addition to any vote he may have as a member, have a second or casting vote. At Annual General and Special Meetings of the Institute, members entitled to vote may be offered a proxy vote by means to be determined by Council.

Annual General Meeting

8. (A) There shall be an Annual General Meeting of the Institute.
- (B) The quorum shall be twenty voting Members.
- (C) At least 35 clear days before every Annual General Meeting of the Institute a Notice convening the Meeting and accompanied by a statement of the business which the Council intend to bring forward and Agenda for the Meeting shall be sent to every Member. Any Member may, not less than 28 days before the Meeting, give notice in writing to the Secretary of any matter that it is wished to have discussed at the Annual General Meeting. In the event of any Member giving notice under this paragraph, a revised Agenda including any matter so raised shall be sent to all members at least fourteen days before the Annual General Meeting. Notices and voting slips sent by e-mail or post to the last known address of the member shall be regarded as duly served.
- The non-receipt by any Member of any Notice or Agenda required to be sent under this Rule shall not invalidate the proceedings at any Annual General Meeting.
- (D) The Agenda for the Annual General Meeting shall specify the business proposed to be transacted and no other business than that specified shall be transacted.
- (E) The President shall take the chair at the Annual General Meeting of the Institute. In the absence of the President, a Vice-President shall take the chair. In the absence of a Vice-President, the Members present shall elect one of their number to be Chairman for the Annual General Meeting.
- (F) The business of the Annual General Meeting of the Institute shall include;
- (i) the election of any new President;
 - (ii) the election, if required, of any number of Vice-Presidents, but no Vice-President shall be so elected unless notice of intention of proposal for election has been given in the Agenda for the Meeting;
 - (iii) the election of Council Members (See Rule 5);
 - (iv) the election of the Auditor(s) (See Rule 21);
 - (v) a presentation by the Chairman of Council of a Report of the business transacted during the previous year;
 - (vi) a presentation by the Treasurer of a Statement of Expenditure and Income for the preceding financial year and a Balance Sheet as at the end of that year, duly audited by the Auditor(s).

Special Meetings

9. (A) Special Meetings of the Institute may be called at any time or place either by the President on his own initiative or by the Secretary on a written requisition signed by not less than ten Members. The Quorum shall be thirty Members present.
- (B) At least 21 days notice of a Special Meeting of the Institute shall be given to the Members, provided that on a matter of urgency a Special Meeting of the Institute may be convened by the Secretary at the request of the President of the Institute or the Chairman of the Council by giving not less than three clear days notice.
- (C) Special Meetings of the Council may be called at any time or place (subject to (B) above) either by the Chairman of the Council on his own initiative or by the Secretary on a written requisition signed by not less than five members of the Council.
- (D) The Agenda for any Special Meeting shall specify the business proposed to be transacted and no other business than that specified shall be transacted.
- (E) The President shall take the chair at a Special Meeting of the Institute. In the absence of the President, a Vice-President shall take the chair. In the absence of a Vice-President the Members present shall elect one of their number to be chairman for the Special Meeting.
- (F) The non-receipt by any Member of any Notice or Agenda required to be sent under this Rule shall not invalidate the proceedings of any Special Meeting.

The President

10. The President of the Institute shall be elected at an Annual General Meeting, may hold office for a period of five consecutive years and be eligible for re-election.

On retirement, and during the tenure of the successor, a President shall be known as Immediate Past President. An Immediate Past President shall be appointed an Honorary Fellow.

Vice-Presidents

11. (A) The Institute may also elect at the Annual General Meeting any number of Vice-Presidents, but no Vice-President shall be so elected unless notice of the intention of proposal for election has been given in the Agenda for the Meeting.
- (B) All ex-Presidents of the Institute and all ex-Chairmen of the Council shall with their consent, become Vice-Presidents of the Institute without formal election under the foregoing paragraph (A).

Other Officers

12. The Council shall have the power to appoint and determine the engagement and salaries (if any) of the Secretary, the Treasurer and other officers and if necessary to employ a Solicitor, Parliamentary Agents and Counsel and to secure office accommodation.

Committees

13. The Council shall elect annually a Fellowship Committee for the purpose of considering all proposals for the election of Fellows or Honorary Members.

The Council may appoint Standing Committees, Sub-Committees, and Special Committees for such purposes as they may think fit. The Council may, subject to these Rules, make rules for the regulation of the proceedings of such Committees and may delegate to such Committees such of their powers as they shall think fit, and withdraw, determine or restrict any powers so conferred. Such Committees may consist of any Members of the Institute and the Council may invite any person who is not a Member of the Institute to attend meetings of any such Committee.

Rescission of Motions

14. No motion to rescind any restriction passed by the Council within the preceding six months, nor any motion to the same effect as any motion which has been negated by the Council within the preceding six months shall be in order, unless notice of any such motion bears, in addition to the name of the Member giving the notice, the names of at least twenty Members entitled to vote. When any such motion as last mentioned has been disposed of by the Council it shall not be open to any Member to propose a similar motion within a further period of six months.

Provided that this rule shall not apply to motions which are moved by the Chairman or other members of a Committee of the Institute in pursuance of a Report of such Committee.

Subscriptions, Fees etc

15. (A) All Entrance Fees, Transfer Fees and Annual Subscriptions shall be determined by the Council and sanctioned by a majority of voting Members present and voting at an Annual General Meeting.

Provided that in the case of a Member elected after the thirtieth day of June in any year, half the subscription for the current year shall be payable.

- (B) On any transfer from one class of membership to another (other than a transfer to a class for which a lower subscription is payable) a Member shall pay such fee as the Council may from time to time determine, and a sum equal to the difference between the subscriptions of the respective classes from and to which he is transferred (except only where the latter subscription is less than the former)
- (C) All annual subscriptions shall be due and payable in advance on the 1st January in each year and, if any subscription be not paid by 31st March in that year, membership shall be forfeit unless the Council in their absolute discretion otherwise determine.

- (D) All applications for election shall be accompanied by the entrance fee (if any) and the subscription due for the first year, such sum to be refunded if the applicant is not elected to membership.

Branches

- 16. (A) The Council may at its discretion upon receipt of a request to that effect from not less than five members resident in any district, create a Branch of the Institute in such district to further the objects of the Institute by holding meetings or otherwise, and the Council shall have power to dissolve such Branch at any time after it has been formed.
- (B) Each Branch shall be constituted and its affairs shall be carried on subject to these Rules, and in accordance with any other rules and regulations approved by the Council, and, subject as aforesaid, it shall in all things be subject to the Council. All Officers and members other than Officers of any executive of each Branch shall be Members of the Institute and shall be elected by members of that branch who are also Members of the Institute.
- (C) Membership of a Branch shall be open to all Members of the Institute on payment of such fee as may be necessary to defray Branch expenses.
- (D) The Council may contribute towards the formation and maintenance of a Branch from the general funds of the Institute. The Branch shall present its accounts annually to the Council, and otherwise as the Council may require and will be accountable to Council for the husbandry of branch funds on behalf of the Institute.
- (E) A Branch shall not, without the express authority of the Council, discuss with an outside body any matter of professional status.
- (F) Branch Secretaries shall be required to send copies of all circulars, notices of meetings, minutes etc to the Secretary of the Institute for the information of the Council.

Examinations

- 17. All regulations and fees for courses and examinations which lead to qualifications endorsed by the Institute shall receive prior approval of Council.

Investment of surplus funds

- 18. If at any time there is a surplus of receipts over payments, in any of the accounts held by the Institute, the monies representing such surplus may be invested in accordance with advice from Council. The income arising from any such investment shall be applied in connection with activities according with the objects of the Institute.

Alteration of Rules

- 19. The rules of the Institute may from time to time be altered or revoked or new rules

made at any Annual General Meeting of the Institute or at any Special Meeting of the Institute convened for that purpose but notice of any motion for that purpose must be given to the Secretary not less than 28 days before the Meeting and a copy must be sent by the Secretary to every Member with the notice convening the Meeting.

Accounts

20. The financial year shall end on the 31st December each year. The Treasurer shall keep a proper record of all receipts and payments and shall present to each Annual General Meeting a Statement of Expenditure and Income for the preceding financial year and a Balance Sheet as at the end of that year duly audited by the Auditor(s).

Auditors

21. The Auditor(s) of the Institute shall be elected at the Annual General Meeting in each year and shall be eligible for re-election. None of the following persons shall be appointed as Auditors (s) of the Institute.
- (i) a member of the Council or servant of the Institute
 - (ii) a person who is a business partner of or in the employment of a Member of Council or servant of the Institute.

Appendix 1

INSTITUTE OF FISHERIES MANAGEMENT

Code of Professional Conduct

INTRODUCTION

A prime aim of the Institute of Fisheries Management, since its establishment in 1969, has been to promote the advancement of fisheries management in all or any of its branches so as to advance its standing as a profession. This promotion has encouraged the highest professional standards of Institute members engaged in fisheries management. The code, which was approved by the Council and AGM in 1983, sets out the standard of conduct which fisheries managers, no matter what their level of responsibility, should be achieving in discharging their responsibilities. The code was amended in 2005 to include a disciplinary procedure.

The Code of Professional Conduct is mandatory on all members of the Institute. Any alleged breach of the code shall be examined by Council, and any member found to have contravened any section may be liable to disciplinary action which may result in exclusion from membership of the Institute.

The “Guides to Good Management Practice” describes in more detail the standards of conduct which members are expected to adhere to in pursuit of the objectives of good fisheries management.

CODE OF PROFESSIONAL CONDUCT

At all times a member shall uphold the good standard and reputation of the Institute of Fisheries Management and in the discharge of his duties and exercising his authority shall:

- (a) Incorporate the best principles for the mitigation of environmental harm and the enhancement of environmental quality
- (b) Comply with the law, custom and practice of any country in which he* works.
- (c) Not misuse his authority or office for personal or other gain.
- (d) Observe the standards prescribed in the ‘The Guides to Good Management Practice’ approved by the Council.
- (e) Seek to maintain his personal competence in fisheries management.
- (f) Set an example to others of responsible, professional behaviour.

** Words importing the masculine gender only, shall include the feminine gender.*

GUIDES TO GOOD MANAGEMENT PRACTICE

1. As regards the Individual Manager

The Member shall:

- (a) Make proper use of the resources available to him.
- (b) Appraise his own competence, acknowledge potential weaknesses and seek relevant qualified advice.
- (c) Take every opportunity to improve his professional capability.
- (d) Be objective and constructive when giving advice or guidance in his professional capacity.
- (e) Accept accountability for the actions of his subordinates as well as for his own.
- (f) In pursuing his personal ambitions, take account of the interests of others.
- (g) Never maliciously injure the professional reputation, or career prospects of others nor the business of others.

2. As regards the employer or client

The Member shall, as appropriate:

- (a) By leadership, co-ordination, personal example and commitment direct all available efforts towards the success of the enterprise.
- (b) Apply the lawful policies of the employer and carry out its instructions with integrity.
- (c) Demonstrate his loyalty to the employer by promoting its interests and objectives.
- (d) Promote effective communications within the organisation and outside it.
- (e) Make immediate and full declaration of any personal interests which may conflict with the interests of the employer.
- (f) Refrain from engaging in any activity which impairs his effectiveness as a manager; in any instance of conflict arising from his membership of a trade union, trade association or other body he must act in accordance with his own judgement.
- (g) Ensure that plant, processes, equipment and materials committed to his charge are maintained and operated as efficiently and safely as reasonably practicable.

3. As regards other Employees

The Member shall:

- (a) Strive to minimise misunderstanding and promote good relations between all who work in the organisation.
- (b) Consult and communicate clearly.
- (c) Take full account of the needs and problems, ideas and suggestions of others.
- (d) Ensure that all his subordinates are aware of their duties and responsibilities especially in relation to those of others.
- (e) Encourage the improved performance of his subordinates and the development of their potential, by means of training and in other suitable ways.
- (f) Be concerned in the working environment for the health, safety and well being of all, especially those for whom he is responsible.
- (g) Promote self-discipline as the best form of discipline both for himself and for his subordinates.
- (h) Ensure that disciplinary or other corrective action is constructive and respects the dignity of all concerned.

- (i) Using his judgement, advise senior colleagues in advance of situations in which they are likely to become involved.

4. As regards persons requiring advice

The Member shall:

- (a) Ensure that the requirements of such persons are properly considered.
- (b) Ensure that all advice is stated clearly
- (c) Ensure that such persons are informed of any action which may materially affect the advice and take all reasonable action to minimise risk to the parties involved.
- (d) Avoid entering into arrangements which unlawfully inhibit that person obtaining advice from someone else.
- (e) Respect the confidentiality of any information if so requested by that person.
- (f) Establish and develop with that person a continuing and satisfactory relationship leading to mutual confidence.
- (g) Neither offer nor accept any gift, favour or hospitality intended as, or having the effect of bribery and corruption.
- (h) Accept or deliver the product or service within the quality, time and conditions so agreed.

5. As regards the Resource

The Member shall:

- a) Recognise his or his employer's responsibility to the owner of the resource.
- b) Make the most effective use of the facilities available to him to manage the resource to the agreement of all interested parties.
- c) Avoid all unnecessary waste of the resource including pollution of the resource.
- d) Ensure that any public communications about the Resource are true and not misleading.
- e) Be willing to exercise his influence and skill for the benefit of the resource he manages.
- f) Apply all possible endeavour to further the interests of the environment whenever possible.

DISCIPLINARY PROCEDURE

The Council of the Institute will, upon receiving written notification of alleged contravention of any articles of the Code of Conduct, appoint a sub-committee, of at least three Council members, to undertake a thorough investigation. The investigation will require a full statement of the allegations to be compiled including, if necessary, an interview with the complainant.

The member against whom the complaint is made shall receive a copy of the allegations and shall have the opportunity to respond to them.

The sub-committee will be empowered to determine whether the allegations are upheld and shall submit a full report to the Council who shall have the power, by simple majority vote, to accept or reject the sub-committee report.

Sanctions

The Council shall determine an appropriate sanction which may range from a written warning in the case of a minor offence, to termination of membership in the case of a serious offence. In the absence of further guidance, Council may use its discretion to determine both the degree of seriousness and the appropriate sanction.

The decision must be reported to the member concerned within 14 days of the Council meeting.

Appeals

An appeal may be made to the President of the Institute within 14 days of a sanction being applied. The President shall determine whether an appeal is justified and, if deciding in the affirmative, shall require the Council to reconsider the sub-committee's report and its initial decision within ten weeks of the appeal being lodged. Members of the sub-committee may not vote on the appeal decision.

The member may request a personal hearing.

No more than one appeal will be allowed.

During the period of the appeal the sanction shall not be active.

Decisions of the Council will be final and binding.

Amendments approved by IFM Council 25th January 2005