



# Institute of Fisheries Management

## RULES OF THE INSTITUTE OF FISHERIES MANAGEMENT 2021

### Introduction

These Rules are to be read in conjunction with the Constitution of the Institute. In the event of any conflict between these Rules and the Constitution then the Constitution shall prevail. Throughout this document the masculine embraces the feminine and the singular embraces the plural as appropriate.

### 1. FINANCIAL YEAR

1.1 The financial year of the Institute shall end on 31<sup>st</sup> December.

### 2. MEMBERSHIP

2.1 The Institute is open to anyone who is interested in furthering its charitable objects and purpose.

2.2 The Membership of the Institute shall consist of,

Full Members, Associate Members, Subscriber Members, Student Members, Fellows and Honorary Members as determined under 2.5.5 and 2.5.6

2.3 The Institute shall keep and maintain a register containing the names of all persons admitted into any of the categories of membership of the Institute.

2.4 Some classes of membership entitle the member to use initials after their names as follows

Honorary Fellow	Hon FIFM
Fellows	FIFM
Honorary Members	Hon MIFM
Full Members	MIFM
Associate Members	AMIFM

2.5 Eligibility for membership

#### 2.5.1. FULL MEMBERS

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

- a the Diploma of the Institute or
- b a degree or equivalent, ideally in fisheries or a related scientific subject or
- c a qualification or a level of professional competence deemed appropriate by the Membership Committee

## 2.5.2. ASSOCIATE MEMBERS

Any individual working full or part-time in fisheries, including those undertaking studies for an appropriate degree qualification, the IFM Certificate, the IFM Diploma or EA Award

## 2.5.3 SUBSCRIBER MEMBERS

Individuals or groups with an interest in fisheries management e.g. anglers, angling clubs and associations, fishery owners.

Corporate bodies with an interest in fisheries management e.g. River Trusts or Conservation Bodies

Commercial bodies with an interest in fisheries management and the aquatic environment e.g. manufacturers or distributors of fisheries equipment for use in research, management or environmental monitoring.

## 2.5.4 STUDENT MEMBERS

Individuals involved in full or part-time education in fisheries, aquaculture or a related scientific subject, including those undertaking IFM Certificate and Diploma course.

In addition to the above categories of membership there are two categories that may be awarded by the Board.

## 2.5.5 FELLOWS

Persons who, in the opinion of the Board 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 Board 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 Board.

## 2.5.6 HONORARY FELLOWS AND HONORARY MEMBERS

Persons elected as Honorary Fellows or Honorary Members, whose number shall not exceed 5% of the total number of all members, 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 Board.

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

## 2.6 Appointments

2.6.1 All proposals for the election of Honorary Fellows, Fellows and Honorary Members shall be considered by the Fellowship Committee before being submitted to the Board. 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 Board.

2.6.2 Applications for membership shall be determined by the Board and may be completed as a written application or electronically through the website and must be accompanied by the appropriate payment.

2.6.3 The applicant should be notified within 21 days of the application being received by the nominated officer

2.6.4 If an application is to be refused it must be sanctioned by the Board and the applicant will have the right of appeal to the Board.

2.6.5 Termination of membership may occur through death, notice of resignation, non-payment of subscriptions within six months of falling due or removal by the Board in the best interests of the charity. The Board must take the appropriate steps as shown in 9 (4b) of the constitution

### **3. GENERAL MEETINGS**

3.1 There shall be an Annual General Meeting of the Institute held before Oct 31<sup>st</sup> in any year

3.2 The business of the Annual General Meeting of the Institute shall include;

3.2.1 the election of the President;

3.2.2 the election, if required, of any number of Trustees, but no Trustee shall be so elected unless notice of intention of proposal for election has been given in the Agenda for the Meeting.

3.2.3 the appointment of an Independent Examiner (See Rule 14)

3.2.4 a presentation by the Chairman of Trustees of a Report of the business transacted during the previous year

3.2.5 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 examined

3.2.6 any resolutions duly received in accordance with the Constitution

### **4. THE BOARD**

4.1 The general conduct of the business of the Institute and the determination of its policies shall be managed by the Board of Trustees who shall oversee governance of the Institute and determine the strategic objectives.

4.2 The Board shall be advised by Officers of the Institute.

4.3 The Board shall have the power to invite persons to meetings

4.4 The Board shall meet three times a year

4.5 Any vacancy in membership of the Board shall not invalidate the actions of the Board.

4.6 The quorum for meetings of the Board shall be four Members.

4.7 The Board shall elect annually at its first meeting after the Annual General Meeting one of their number to act as Chairman of the Board. A retiring Chairman shall be eligible for re-election, but no Board member shall act as Chairman for more than *five* consecutive years.

4.8 Officers will be appointed annually at the first Board meeting following the AGM

## **5. THE PRESIDENT AND VICE PRESIDENTS**

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

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

5.3 The Institute may elect at the Annual general Meeting any number of Vice Presidents but any proposal for election must be given in the Agenda for the meeting.

## **6. TRUSTEES**

6.1 The Institute shall elect the Trustees at the Annual General Meeting..

6.2 The Chief Executive Officer shall be an ex-officio member of the Board of Trustees

## **7. OFFICERS**

7.1 The Board shall have the power to appoint and determine the engagement and salaries (if any) of:-

Chief Executive  
Director of Operations  
Development Officer  
Executive Director  
Finance Director  
Training Director  
Membership Director  
Policy Director  
Careers Officer

and any other Officer role that may be required

7.2 The Board shall have the power to create, amend or dissolve any of these roles as it sees fit.

## **8. COMMITTEES**

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

8.2 The Board may appoint Standing Committees, Sub-Committees, and Special Committees for such purposes as they may think fit. The Board may 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. All committees

will have defined roles and responsibilities to carry out the Institute's business as defined by the Board of Trustees.

Such Committees may consist of any Members of the Institute and the Board may invite any person who is not a Member of the Institute to attend meetings of any such Committee. There should be at least one Trustee on each committee.

## **9. SUBSCRIPTIONS**

9.1 All Entrance Fees, Transfer Fees and Annual Subscriptions shall be determined by the Board and sanctioned by a majority of voting Members present and voting at an Annual General Meeting.

9.2 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 Board 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)

9.3 All annual subscriptions shall be due and payable in advance on joining renewed within 3 months of the annual anniversary. If any subscription be not paid within 3 months of the anniversary, membership shall be forfeit unless the Board in their absolute discretion otherwise determine.

9.4 All applications for membership 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.

## **10. BRANCHES**

10.1 The Board 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 Board shall have power to dissolve such Branch at any time after it has been formed.

10.2 Each Branch shall be governed by the Institute's charitable objects and in accordance with the Constitution. All Officers and members shall be Members of the Institute and shall be elected by members of that branch who are also Members of the Institute.

10.3 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.

10.4 Each Branch shall elect annually a Chairman, Secretary and Treasurer and any other officers that may be required. A President may also be elected.

10.5 The Institute may contribute towards the formation and maintenance of a Branch from the general funds of the Institute. The Branch shall present an Annual Report and financial accounts annually to the Board as soon as practicable after their AGM and will be accountable to the Board for the management of branch funds on behalf of the Institute. All Branch funds shall be consolidated into the Institute's annual accounts.

10.6 A Branch shall not, without the express authority of the Board, discuss with an outside body any matter of professional status.

10.7 Branch Secretaries shall be required to send copies of all circulars, notices of meetings, minutes etc to the Executive Director of the Institute for the information of the Board

10.8 The Branch AGM shall be held before the end of March in any year

10.9 Branches will work towards engaging members, non-members, volunteers and members of the public in projects and events to promote the Institute.

## **11. EXAMINATIONS**

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

## **12. ALTERATION OF RULES**

12.1 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.

## **13. ACCOUNTS**

13.1 The financial year shall end on 31 December each year. The Finance Director 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 an Independent Examiner. All accounts will be prepared in a format as determined by the Charity Commission.

## **14. INDEPENDENT EXAMINER**

14.1 The Institute shall appoint an Independent Examiner at the Annual General Meeting in each year. None of the following persons shall be appointed as an Independent Examiner of the Institute :-

a member of the Board or Officer of the Institute

a person who is a business partner of or in the employment of a member of the Board or an officer of the Institute.

## **15. DIVERSITY**

15.1 The Institute will treat all people equally and will not discriminate against anyone on the grounds of gender, ethnicity, age, disability, religion or sexual orientation.'

## **16. INSURANCE**

16.1 The Institute will arrange insurance cover for the following:-  
Commercial Property, Employers Liability, Public Liability and Personal Accident

## APPENDICES

### Appendix 1: Code of Professional Conduct

#### 1. Introduction

1.1 A prime aim of the Institute of Fisheries Management, since its establishment in 1969, has been to promote the advancement of fisheries management 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.

1.2 The Code of Professional Conduct is mandatory on all members of the Institute. Any alleged breach of the code shall be examined by the Board, 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.

1.3 The 'Guides to Good Management Practice' (below) describe in more detail the standards of conduct which members are expected to adhere to in pursuit of the objectives of good fisheries management.

#### 2. Code of Professional Conduct

2.1 At all times members 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:

2.1.1 Incorporate the best principles for the mitigation of environmental harm and the enhancement of environmental quality

2.1.2 Comply with the law, custom and practice of any country in which they work.

2.1.3 Not misuse their authority or office for personal or other gain.

2.1.4 Observe the standards prescribed in the 'The Guides to Good Management Practice' approved by the Board.

2.1.5 Seek to maintain their personal competence in fisheries management.

2.1.6 Set an example to others of responsible, professional behaviour.

#### 3. Guides to Good Management Practice

3.1 As regards the individual manager Members shall:

3.1.1 Make proper use of the resources available to them.

3.1.2 Appraise their own competence, acknowledge potential weaknesses and seek relevant qualified advice.

3.1.3 Take every opportunity to improve professional capability.

3.1.4 Be objective and constructive when giving advice or guidance in their professional capacity.

3.1.5 Accept accountability for the actions of subordinates as well as for their own.

3.1.6 In pursuing personal ambitions, take account of the interests of others.

3.1.7 Never maliciously injure the professional reputation, or career prospects of others nor the business of others.



3.2 As regards the employer or client, the Member shall, as appropriate:

- 3.2.1 By leadership, co-ordination, personal example and commitment direct all available efforts towards the success of the enterprise.
- 3.2.2 Apply the lawful policies of the employer and carry out its instructions with integrity.
- 3.2.3 Demonstrate his loyalty to the employer by promoting its interests and objectives.
- 3.2.4 Promote effective communications within the organisation and outside it.
- 3.2.5 Make immediate and full declaration of any personal interests which may conflict with the interests of the employer.
- 3.2.6 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.
- 3.2.7 Ensure that plant, processes, equipment and materials committed to his charge are maintained and operated as efficiently and safely as reasonably practicable.

3.3 As regards other employees Members shall:

- 3.3.1 Strive to minimise misunderstanding and promote good relations between all who work in the organisation.
- 3.3.2 Consult and communicate clearly.
- 3.3.4 Take full account of the needs and problems, ideas and suggestions of others.
- 3.3.5 Ensure that all subordinates are aware of their duties and responsibilities especially in relation to those of others.
- 3.3.6 Encourage the improved performance of subordinates and the development of their potential, by means of training and in other suitable ways.
- 3.3.7 Be concerned in the working environment for the health, safety and well being of all, especially those for whom they are responsible for.
- 3.3.8 Promote self-discipline as the best form of discipline both for themselves and subordinates.
- 3.3.9 Ensure that disciplinary or other corrective action is constructive and respects the dignity of all concerned.
- 3.3.10 Using their judgement, advise senior colleagues in advance of situations in which they are likely to become involved.

3.4 As regards persons requiring advice, Members shall:

- 3.4.1 Ensure that the requirements of such persons are properly considered.
- 3.4.2 Ensure that all advice is stated clearly
- 3.4.3 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.
- 3.4.4 Avoid entering into arrangements which unlawfully inhibit that person obtaining advice from someone else.
- 3.4.5 Respect the confidentiality of any information if so requested by that person.
- 3.4.6 Establish and develop with that person a continuing and satisfactory relationship leading to mutual confidence.
- 3.4.7 Neither offer nor accept any gift, favour or hospitality intended as, or having the effect of bribery and corruption.
- 3.4.8 Accept or deliver the product or service within the quality, time and conditions so agreed.

3.5 As regards the Resource, Members shall:

- 3.5.1 Recognise their employer's responsibility to the owner of the resource.
- 3.5.2 Make the most effective use of the facilities available to them to manage the resource to the agreement of all interested parties.
- 3.5.3 Avoid all unnecessary waste of the resource including pollution of the resource.



- 3.5.4 Ensure that any public communications about the resource are true and not misleading.
- 3.5.5 Be willing to exercise their influence and skill for the benefit of the resource they manage.
- 3.5.6 Apply all possible endeavour to further the interests of the environment whenever possible.

## **4. Disciplinary Procedure**

4.1 The Board of Trustees will, upon receiving written notification of alleged contravention of any articles of the Code of Conduct, appoint a sub-committee, of at least three 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.

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

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

### **4.4 Sanctions**

4.4.1 The Board 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, the Board may use its discretion to determine both the degree of seriousness and the appropriate sanction.

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

### **4.5 Appeals**

4.5.1 An appeal may be made to the Chair of the Board of the Institute within 14 days of a sanction being applied. The Chair shall determine whether an appeal is justified and, if deciding in the affirmative, shall require the Board to reconsider the subcommittee'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.

4.5.2 The member may request a personal hearing.

4.5.3 No more than one appeal will be allowed.

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

4.5.5 Decisions of the Board will be final and binding.

## **Appendix 2: Protocols**

The Board shall agree, maintain and record protocols for minute taking, casting votes, representation on outside bodies, branch rules and other activities as it sees fit.

## **Appendix 3: Financial procedures**

The Board shall agree, maintain and record a financial scheme of delegation for spending limits, signatories to bank accounts, unbudgeted expenditure and other financial activities as it sees fit.

## **Appendix 4: Scheme of Delegation**

The Board shall agree, maintain and record a scheme of delegation for decision making,

## **Appendix 5: Role descriptions of Officers**

The Board shall agree, maintain and record a list of officer posts and their roles and responsibilities

All protocols, procedures, schemes of delegation and role descriptions shall be published on the IFM website and reviewed annually.