

Membership Regulations

Expressions used in these Regulations shall have the same meaning as in the Byelaws of the Chartered Institute of Environmental Health (CIEH) unless otherwise provided and references to "Regulation(s)" and "Paragraph(s)" are references to those contained within this document.

Membership Regulations

Introduction

1. These Regulations are made as provided for under Byelaw 3 for the purposes of dealing with the processes relating to applications for membership of the Chartered Institute of Environmental Health for the first time and by former members of the CIEH who wish to apply for re-admission to membership.
2. Byelaw 3 (Admissions to Membership) provides as follows:

"The requirements for application for and admission or re-admission to membership shall be set out in Regulations provided that a person may not be admitted to a category of Voting Member unless that person holds at the time of application a current Certificate of Registration issued by the EHRB or meets this requirement by equivalent means satisfactory to the Council. The decision of the Council in relation to an application for admission or re-admission shall be final."

Definitions

3. In these Regulations the following meanings shall apply:
 - 3.1 "EHRB" shall mean the Environmental Health Registration Board, and its predecessors.
 - 3.2 "CPD" shall mean Continuing Professional Development.
 - 3.3 "Chief Executive" means the person appointed as head for the time being, by whatsoever title, by the Board of Trustees.
 - 3.4 "Head of Education and Professional Standards", means the member of staff, by whatsoever title, who is responsible for professional education.

Admission to membership

4. An application for admission to membership shall be in writing. By applying for membership, an applicant shall undertake to be bound by the Charter, Byelaws Regulations and Operational Procedures of the CIEH.
5. Each applicant shall deposit with their application their first annual subscription which shall be returned if the application is not approved.
6. All applications shall be submitted to the Board of Trustees or to such committees, sub-committees or staff members as may have delegated authority from the Board of Trustees to deal with the same.

Resignation of members

7. A member may tender their resignation by notice to the CIEH and on its acceptance shall cease to be a member. Any member whose notice of resignation has not been received by 31 December shall remain liable for any fees or subscription in respect of that year notwithstanding their resignation.

Lapsing of membership

8. Members who have not paid their subscription in full by 1 March in any year will have their membership lapsed (except in the case of members who are paying their subscription by direct debit). Members lapsed in this fashion may reinstate their membership by paying their subscription in full within two months of being notified of their membership being lapsed.

Membership grades

9. Part 2.1 of the Byelaws states

"There shall be two categories of membership, namely Voting and Non-Voting as follows:

2.1.1 Voting Members

- (1) Fellows;*
- (2) Members.*

2.1.2 Non-Voting Members

- (1) Graduate Members*
- (2) Accredited Associate Members*
- (3) such further categories of non-voting members as may be specified in Regulations.*

10. Further categories of non-voting members shall include:

- 10.1 Affiliate members;
- 10.2 Affiliated organisations;

Requirements of membership and entry standards

11. In this Part, references to accredited degrees and qualifications are to degrees or qualifications that have been accredited by the CIEH.

12. Fellows shall be Members who:

- 12.1 In the opinion of Board of Trustees, have given distinctive service to the CIEH or have shown evidence of special knowledge or ability in relation to the work of environmental health practice (as specified in the Fellowship by Election Regulations); or
- 12.2 Have submitted a thesis accepted and approved in accordance with the Fellowship by Thesis Regulations.

13. Members shall hold:
 - 13.1 A Certificate of Registration issued by the CIEH or EHRB to persons holding a Degree in Environmental Health or Science accredited by the CIEH or other qualification approved by Board of Trustees; or
 - 13.2 The Diploma in Environmental Health issued by the CIEH or EHRB (or their antecedents); or
 - 13.3 A Certificate of Registration issued by the CIEH or EHRB to persons holding an honours degree or higher award in a subject approved by Board of Trustees; or
 - 13.4 A CIEH-controlled assessment of at least academic level 5; or
 - 13.5 A relevant qualification of at least academic level 5 (or equivalent) and the successful demonstration of proof of equivalence as set out in Appendix 2 below.
14. Accredited Associate members shall be persons having passed a relevant qualification of at least academic level 4 (or equivalent).
15. Associate members shall be persons who have an interest in the practice, work and/or promotion of any aspect of environmental health.

Retired membership

16. Retired membership shall be available to members who are over the age of 50, are no longer employed or in receipt of earned income (and have no intention of being employed or in receipt of earned income in the future) and who make an annual declaration to this effect. Such annual declarations will not be required from members over the age of 65. Retired membership is granted on the condition that such members inform the CIEH in the event of subsequently taking up employment or accessing earned income.
17. Applications for Retired membership from individuals under the age of 50 will be considered by a Membership Panel on an individual basis.

Membership Panel

18. Applications which in any way fall outside of the Byelaws or these Regulations will be referred to a Membership Panel who may determine the application or, alternatively, refer the matter to the appropriate sub-committee, committee or the Board of Trustees.

Re-admission to membership

19. Applicants for re-admission to membership will be in good financial standing with the CIEH before an application for re-admission to membership will be considered.
20. Lapsed members, on re-admission to membership, may if they wish pay the full annual subscription fees for the period of their lapse. This will provide for continuous membership as from the date of membership prior to the lapse in membership. (This facility will not be available in cases where membership has lapsed with outstanding disciplinary issues, or where a request for the submission of CPD records is outstanding).
21. Except as otherwise detailed in these regulations, applications for re-admission shall be dealt with as an application for admission.

Former members requesting to be re-admitted to Accredited Associate or Voting membership

22. Former members who subsequently apply for Accredited Associate or Voting membership of the CIEH shall, except as may be agreed otherwise by a Membership Panel, be required, on seeking re-admission to the CIEH, to submit CPD records showing compliance with the CPD Regulations for the previous year or to agree to provide compliant CPD records and evidence by the end of the next full calendar year. (NB: This option has been introduced purely for members who wish to demonstrate continuous membership for example for the requirements to apply for Fellowship).

Applications with outstanding CPD issues

23. Applicants for re-admission to membership who had either resigned or allowed their membership to lapse after being requested to submit their CPD records and before demonstrating to the satisfaction of the CIEH that they had met the requirements of the CPD scheme for the period in question will not be re-admitted to membership until providing either:
 - 23.1 The outstanding CPD records, with full documentation, demonstrating compliance with the scheme to the satisfaction of the CIEH for the year(s) in question.
Or:
 - 23.2 CPD records which demonstrate compliance with the CPD Regulations to the satisfaction of the CIEH for the three immediately preceding years. (One of these years may be the year in which the application is made.)
Or:
 - 23.3 An undertaking to provide CPD records demonstrating compliance with the CPD Regulations at the end of each of the next three full calendar years.

Applicants who have previously been removed from membership following disciplinary proceedings.

24. Where an applicant had previously had their membership terminated following disciplinary proceedings, (or where they had been permitted to resign lapse their membership following the instigation of disciplinary proceedings), the application will be held in abeyance until considered by a Membership Panel.
25. In all cases where a decision to terminate membership has been made by a Disciplinary Panel, a copy of the decision will be sent to the applicant with a copy of the procedure concerning re-admission to membership, inviting them to state in writing on what grounds they consider themselves to be suitable for re-admission.
26. Possible grounds for re-admission will be dependent on the circumstances surrounding the membership being terminated in the first instance.
27. The Membership Panel shall determine the application and shall take into consideration such matters as it deems appropriate, including;
 - 27.1 The findings of the Disciplinary Panel which resulted in the termination of membership.

- 27.2 Any submission by the applicant concerning the decision of the Disciplinary Panel which made the order to terminate their membership of the CIEH.
 - 27.3 Evidence provided by the applicant to demonstrate their good character during the period since termination of membership that is pertinent to the findings of the Disciplinary Panel.
 - 27.4 Any submission from the applicant regarding their future conduct.
 - 27.5 Where the decision to terminate membership was in relation to CPD, details of the applicant's CPD activity over the previous three years.
28. Where an applicant submits new evidence relating to the case to the satisfaction of the Membership Panel, the Panel can, in addition to determining the application for re-admission, refer the matter to a Disciplinary Panel for a review; alternatively the Membership Panel can hold the application for re-admittance to membership in abeyance until the outcome of the review of the case by the Disciplinary Panel.
29. The applicant will be given 28 days' notice of, and the opportunity to be present, or be represented at, the meeting of the Membership Panel at which their case for readmission will be heard in order to present their case for readmission.
30. Where the Membership Panel determines to re-admit the applicant to membership, the Panel, in its absolute discretion, will determine the category of membership. In all cases, except where the applicant resigned in good financial standing and without any outstanding issues with the CIEH, re-admittance will include a probationary period of at least one year and the Membership Panel may impose such conditions on the satisfactory completion of the probationary period as it so determines.
31. If a Membership Panel is not satisfied that a probationer's behaviour is in keeping with the Code of Ethics of the CIEH or that the probationer has not met the conditions imposed on re-admission, it may extend the probationary period with or without such other conditions as it deems appropriate or withdraw membership, or take such other action as it deems is appropriate in the circumstances, including waiving the conditions imposed or that remain to be met.

Commencement and amendment of Regulations

32. These Regulations shall take effect on the date of adoption. The Board of Trustees has agreed that further amendments to these Regulations can be made by Membership and the Profession Advisory Group.

Adopted as a Regulation by the Board of Trustees on 12 January 2017 and amended on 27 March 2017.

Appendix 1: The Membership Panel

Composition of Membership Panel

1. A Membership Panel will consist of three members (excluding any member who was a member of the Disciplinary Committee that made the Order to terminate membership).

Deliberations of Membership Panel

2. Having taken into account the information before it and considered all information provided by the member concerned, a Membership Panel shall take such action as it deems appropriate in the circumstances including (but not exclusively) any of the following:
 - 2.1 Admission or readmission to membership at an appropriate grade
 - 2.2 Accept any undertaking offered by the member concerned
 - 2.3 Request the member to make an undertaking in respect of their future conduct or actions
 - 2.4 Impose a probationary period on such terms and conditions as the panel determine, including, if appropriate, submission of future CPD records.
 - 2.5 Take no further action
 - 2.6 Confirm a decision made by CIEH staff.
3. An appeal against the decision of a Membership Panel in respect of matters relating to these Regulations shall be considered by the Membership and the Profession Advisory Group.

Appendix 2: Proof of Equivalence for Membership

Applicants able to demonstrate the following criteria shall be entitled to become Members:

1. Environmental Health Officers who have qualified via the Royal Environmental Health Institute of Scotland.
2. Environmental Health Officers who have qualified via the Environmental Health Association of Ireland (or its predecessors).
3. Environmental Health Officers, Environmental Health Practitioners or holders of equivalent titles who have qualified elsewhere who:
 - 3.1 Hold a relevant qualification of at least academic level 5; or
 - 3.2 Hold equivalent qualifications and are able to demonstrate at least 2 years of relevant work experience to the satisfaction of the CIEH.
4. Anyone with a relevant qualification of at least academic Level 5 who is able to demonstrate the following to the satisfaction of the CIEH:
 - 4.1 Two years of relevant work experience; and
 - 4.2 Situational judgment; and
 - 4.3 Professional ethics.
5. Anyone who is able to demonstrate other relevant qualifications and attributes equivalent to 4.1-4.3 above to the satisfaction of the CIEH.