



**RULES OF MEMBERSHIP  
V6-0325**

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### Asbestos Management Institute

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## 1. Articles of Association

- 1.1. These Rules of Membership should be read in conjunction with the AMI Articles of Association and Constitution.
- 1.2. The Articles of Association shall always take precedent if found to conflict with the Rules of Membership. Copies of the Articles of Association and Constitution are available on request.

## 2. Objectives of the Institute

- 2.1. To advance the knowledge and practice of asbestos management through supporting, regulating, and promoting professional standards for technical and ethical competence.
- 2.2. To raise standards of asbestos management.
- 2.3. To increase understanding of the risks associated with exposure to asbestos and how to manage those risks.
- 2.4. To protect the public interest with regards to asbestos.

### **Mission Statement**

AMI requires its members to pursue exemplary standards of asbestos management. Members are encouraged to develop a culture of continuous improvement and to demonstrate competency.

### **Vision Statement**

To become the centre of excellence for asbestos management industry professionals, encouraging like-minded people to interact in the pursuit of exemplary standards of asbestos management.

### 3. Categories of Membership

**Honorary Fellow** – this honorary grade shall include persons whom the Council elect to invite and transfer to the grade of Honorary Fellow and who shall: -

- a) have attained an advanced number of years operating or consulting within the field of asbestos management.
- b) within a distinguished career, have rendered notable services to asbestos management or to approved, associated fields of asbestos management.
- c) have made an extraordinary contribution to the work or advancement of the Institute.
- d) an Honorary Fellow shall be entitled to apply the initials Hon. AMI. after his /her name.
- e) an Honorary Fellow shall have full voting rights in Institute business.

**Fellow** – shall include persons whom the Council elect to invite and transfer to the Grade of Fellow and who shall: -

- a) have reached a suitable number of years operating or consulting within the field of asbestos management.
- b) have been a Full Member of the Institute for at least 5 years preceding the date of invitation to transfer.
- c) have not less than 10 years professional experience in a relevant managerial, promotional, consultant or educational position in asbestos management.
- d) Either:
  - i) have shown distinguished professional attainment in asbestos management or in associated science, education or design and have thereby, materially advanced the practice of asbestos management; or
  - ii) have demonstrated significant academic achievement in an area of research or technology which in the opinion of the Council is of exceptional benefit to the Institute.
- e) have made an extraordinary contribution to the work or advancement of the Institute.
- f) offer such evidence of continuing professional development as the Council of Management may require.
- g) a Fellow shall be entitled to apply the initials FAMI. after his / her name.
- h) a Fellow shall have full voting rights in Institute business.

**Full Member** – shall include persons whom the Council elect and admit to the grade of Full Member and who shall:

- a) be a mature candidate.
- b) have not less than 10 years relevant experience.
- c) Have either:
  - i) an approved academic qualification; or
  - ii) membership of another professional body or Institution approved by the Council.
- d) attend a professional interview.
- e) Offer such evidence of continuing professional development as the Council of Management may require.
- f) A Full Member shall be entitled to apply the initials MAMI. after his / her name.
- g) A Full Member shall have full voting rights in Institute business.

**Competent Person Qualification** – shall include persons whom the Council elect and admit to the grade of Competent Person Qualification and who shall:

- a) have completed the RPSH Level 4 Certificate in Asbestos Laboratory and Project Management, BOHS CCP (Asbestos) or BOHS Certificate of Competence in Asbestos.
- b) Offer such evidence of continuing professional development as the Council of Management may require.
- c) A Competent Person Qualification member shall be entitled to apply the initials AMI-CPQ after his / her name.
- d) A Competent Person Qualification Member shall have full voting rights in Institute business.

**Associate** – shall include persons whom the Council elect and admit to the Grade of Associate and who shall: -

- a) Be in full time employment working within the field of asbestos management or a satellite discipline connected to the field of asbestos removal and/or management, or working in asbestos management outside of the United Kingdom.
- b) offer such evidence of continuing professional development as the Council of Management may require.
- c) An Associate shall be entitled to apply the initials AAMI. after his / her name.
- d) An Associate shall have full voting rights in Institute business.

**Technician Grade Member** – shall include persons whom the Council elect and admit to the grade of Technician Member and who shall: -

- a) be in full-time employment working within the field of asbestos

- management or a satellite discipline connected to the field of asbestos removal and management.
- b) have at least 5 years' experience in the profession of asbestos management, associated engineering science, education, or design with approved industry training.
- c) be the holder of at least a Supervisor (Gold) or Academically Qualified Person (White) CSCS card within the field of asbestos removal and / or management.
- d) offer such evidence of continuing professional development as the Council of Management may require,
- e) shall be entitled to apply Tech-AMI Membership initials after his / her name and describe themselves as an asbestos management technician or asbestos removal technician.
- f) Technician Grade members shall have full voting rights in Institute business.

**Entrant Member** – shall include persons whom the Council elect to and admit to the grade of Entrant Member and shall: -

- a) be in full-time employment working within the field of asbestos management or a satellite discipline connected to the field of asbestos removal and/or management.
- b) have at least 3 years' experience in the profession of asbestos management, associated engineering science, education, or design with approved industry training.
- c) be committed to continuing professional development and making progress in the institute.
- d) an Entrant Member shall not be entitled to apply membership initials after his / her name.
- e) shall hold the title of Entrant Member for a maximum of two years during which time they will progress to Technician Grade or higher or, at the discretion of the Council, be removed from the Institutes register of Membership.
- f) an Entrant Member shall not have voting rights in Institute business.

**Affiliate Member** – shall include persons whom the Council elect and admit to the grade of Affiliate Member and shall: -

- a) be a mature candidate.
- b) be employed in an industry associated with asbestos management and shall satisfy the Council that such employment contributes to the advancement of the asbestos management industry.
- c) an Affiliate shall not have voting rights in Institute business.

**Retired Fellow and / or Member – shall include all persons whom the Council elect under Rule 5.**

**All members admitted to the Institute under the previous rules will retain their previous membership grade.**

## **4. Register of Members**

- 4.1 The names of all individual members shall be entered on the Register of the Institute, hereinafter referred to as “the Register”.
- 4.2 A member who changes his name shall inform the Secretary in order that the appropriate amendment may be made.
- 4.3 Membership of the Institute shall cease if the member dies, is certified to be of unsound mind, is formally declared to be personally bankrupt, is found to be guilty of “improper conduct” or where the member’s subscriptions remain unpaid for 6 months beyond the due date.

## **5. Applications for Membership**

- 5.1 It shall be a condition to the admission of every applicant that his application or recommendation contains no untrue or misleading statement relating to himself. The application of any such person may be set aside by a resolution of the Council expressing the belief that the particulars given in the application or recommendation were in some respect untrue or misleading and declaring such admission to be terminated. However, the person so concerned shall be notified of the intention to propose any such resolution and the Council shall consider any statement or explanation regarding the matter in question which such person may think fit to give, either orally or in writing at his option. The Council shall make such other investigation as it may think proper; such statement or explanation shall be made within one calendar month of the date on which the Council gives notice of the proceedings.
- 5.2 An application, made in accordance with the first paragraph of this Rule, shall be delivered to the Secretary. The Secretary shall examine the application, and advise the applicant of which grade of membership they are eligible for. If necessary, the Council may review the application, and within their powers as set down in the Rules, recommend that a variation to the grade of application be made.
- 5.3 Every person duly admitted as a Fellow, Member, Competent Person Qualification, Associate, Entrant, or Affiliate grade member shall be informed thereof without undue delay. Every person so admitted shall pay the annual subscription fee, upon receipt of which their membership shall commence.

## **6. Transfer Between Grades**

- 6.1 Every application for transfer between grades shall be formally proposed and managed as given in Rule 5.

## 7. Fees and Subscriptions

- 7.1 The annual subscriptions, administration fees and entrance fees payable by individual members shall be: -
- (i) at rates determined by resolution of the Council and announced at the AGM
  - (ii) paid by established banking procedures which shall be determined by the Council.
- 7.2 Individual members over 55 years of age and who have retired from active working life may pay a reduced annual subscription as determined by the Council from time to time.
- 7.3 All annual subscriptions shall be due on 1<sup>st</sup> May in each year. The acceptance of an annual subscription from a person to be an individual member shall not create any presumptions as to membership of the Institute.
- 7.4 The first annual subscription of any individual member admitted between 1<sup>st</sup> of January and 30<sup>th</sup> April in any year shall be in respect of the year commencing on the 1<sup>st</sup> May next ensuing.
- 7.5 Every individual member shall be liable for the payment of their annual subscription until they have signified to the Secretary in writing their desire to resign. Resignation shall only be accepted when the said member has paid all arrears, including the subscription for the year current at the date of their notice. Failure to amend arrears shall result in dismissal and shall be recorded as such, thus preventing re-admission.
- 7.6 Any member whose subscription for the current year shall not have been paid by 31<sup>st</sup> May shall be sent a final reminder by the Secretary and shall not be entitled to vote at any General Meeting until one month after such subscription has been paid.
- 7.7 Individuals who have completed the RSPH Level 4 Certificate in Asbestos Laboratory and Project Management shall be eligible for one year of Competent Person Qualification Grade Membership free of charge, to commence upon completion of the qualification. Subsequent subscriptions shall be administered in accordance with the Rules as specified in this section.
- 7.8 Individuals who have completed the RSPH Level 3 Award in Asbestos Surveying, RSPH Level 3 Award in Air Monitoring and Clearance Procedures, RSPH Level 3 Bulk Analysis or RSPH Level 3 Award in Asbestos Management for Dutyholders shall be eligible for one year of Associate Grade Membership free of charge, to commence upon completion of the qualification. Subsequent subscriptions shall be administered in accordance with the Rules as specified in this section.

## 8. Professional Conduct, Disciplinary Rules and Remedies

- 8.1 The Institute requires that:
- (i) All individual members are required to conduct themselves so as to uphold the dignity, standing and reputation of the Institute.
  - (ii) All individual members shall support and promote the Institute.
  - (iii) No person who has ceased to be on the Register is entitled to make use of any



- designation implying connection with the Institute.
- (iv) All individual members shall make full and regular payment of fees and subscriptions inline with Rule 7 or as may be required by Council review or amendment from time to time.
- 8.2 Improper conduct shall mean any breach of the provisions of these Rules or any other conduct, by act or omission, which shall indicate unfitness to be a member, or shall otherwise be considered unfitting, by the Council.
- 8.3 Any member who shall be convicted by a competent Tribunal of a criminal offence which in the opinion of the Council, render him / her unfit to be a member shall be deemed to have been guilty of improper conduct.
- 8.4 Allegations of improper conduct shall be first brought before the Council, who shall, on the basis of preliminary information determine whether a full investigation shall be held. The enquiry shall be held at the earliest opportunity following the allegation being brought to the Council.
- 8.5 The member shall be given notice of the allegations brought against him / her and of the procedure, where applicable, for a full enquiry. All communications, meetings, proceedings, and decisions shall be recorded in writing and shall be presented to the member at the earliest opportunity.
- 8.6 The member shall be given reasonable time and opportunity to prepare his / her defence / case and to present same to the enquiry.
- 8.7 The enquiry shall be conducted by a Board of Enquiry consisting of: -
- (i) Chairperson or their Nominee in absence
  - (ii) Secretary (non-voting)
  - (iii) 4 other Council Members or Fellows selected by the Council.
- 8.8 A Board of Appeal shall be convened where the result of the enquiry and the penalty exercised is appealed against by the member accused comprising:
- (i) Deputy-Chairperson or their Nominee in absence
  - (ii) 2 other Council members selected by the Council (not being those selected for the Board of Enquiry)
- 8.9 Upon hearing all the evidence put before them the decisions of the Board of Enquiry and the Board of Appeal shall be taken on a two thirds majority or greater. Findings shall be brought before the Council for ratification and all matters shall be conveyed to the member in writing at the earliest opportunity.
- 8.10 Legal advice shall, where required, be sought from a practicing solicitor appointed by the Boards.
- 8.11 Leading Counsel shall be appointed only by the agreement of both parties.
- 8.12 Where a case is found against the member reasonable costs for the enquiry shall be borne by him/her or otherwise by the Institute.
- 8.13 The Council reserves the right to determine and impose sanctions or remedies against any member found guilty of improper conduct up to and including dismissal from the membership.

### 9. Use of the AMI Logo

- 9.1. The AMI logo is a collective mark. A Collective mark distinguishes the goods and services of members of the association, which is the proprietor of the mark, from those of other undertakings. All members (Affiliates, Members and Fellows) of the Asbestos Management Institute (AMI) are authorised to use the AMI logo subject to the

- requirements of these rules. A list of all current members of the Institute can be accessed at [www.ami.uk.com](http://www.ami.uk.com)
- 9.2. It is a condition of use that the Mark may only be used after and adjacent to the name of a member of the institute, where post nominal' s have been used to indicate the grade of membership held by the person using the Mark.
- 9.3. It is a condition of use that the Mark may not be used:
- i) in a manner likely to be taken as indicating that the person using the Mark is an Agent of the Institute
  - ii) in a manner more prominent than the name or trading style of the person using the Mark
- 9.4. Any member found to be using the AMI logo in contravention of these bye laws will be referred to the board who will decide upon what action to take. Depending upon the severity of the misuse of the logo the board may impose any sanction it feels appropriate ranging from requiring the member to rectify any misuse of the AMI logo, and to demonstrate that this has been done, to expulsion from the Institute.

### 10. Conflicts of Interest

- 10.1 Where a conflict arises, or may arise, between the interests of a member or his partners, fellow directors, associates or employees, and the interests of a client, the member shall:
- (i) disclose to the client, promptly, the relevant facts.
  - (ii) inform the client that neither he personally, nor his company or firm, can act or continue to act for the client unless, having been advised of all the relevant facts, the client requests him to do so, in writing and the client has been advised by the member, in writing, to obtain other independent professional advice or assistance.
  - (iii) confirm the position in writing, to the client, copied to the Institute.