

BYELAWS

OF THE

INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT

Byelaws adopted by the Institute at a general meeting held on

7 September 1970

as amended on 21 April 1979

and on 14 September 1987

and on 16 September 1991

and on 27 September 1993

and on 21 September 1998

and on 29th September 2003

and on the 19th January 2005

INTERPRETATION

1. Words and phrases used in these byelaws have, in so far as the context permits, the same meaning as in the Articles of Association of the Institute.

CLASSES OF MEMBERSHIP

2. (1) There shall be the following classes of membership:

Life Members shall mean Life Members as defined herein

Fellows shall mean Fellows as defined herein

Professional Members shall mean Professional Members as defined herein

Associate Professional Members shall mean Associate Professional Members as defined herein

Corporate Members shall mean Corporate Members as defined herein

Associate Corporate Members shall mean Associate Corporate Members as defined herein

- (2) The class of membership to which a member shall belong shall be determined by the Board of Directors of the Institute or by an officer appointed by them for that purpose in accordance with the Articles and with the procedures and provisions of these byelaws.
- (3) The decision of the Board of Directors or an officer appointed by them on any matter relating to eligibility for membership of any class shall be final and the Board shall not be obliged to give any reason for the decision.

LIFE MEMBERS

3. (i) Only Professional Members as defined in byelaw 2(1) above and excluding Associate Professional Members save those elected as Fellows under byelaw 4(i) shall be eligible for election as a Life Member.
- (ii) The Board of Directors has absolute discretion to elect as a Life member any Fellow or Professional Member of the Institute still in active service who has held with distinction any office of the Institute or who has otherwise rendered meritorious service to the Institute. A Life Member shall not be required to pay any annual subscription for any subscription year which begins after the date of his election, but all his entitlements and conditions of membership shall, in every other respect, remain the same as for the class of

membership to which he belonged before being elected a life member.

(iii) A resolution to elect a Life Member requires a majority of two thirds of those present and voting at the meeting of the Board of Directors at which the election takes place.

FELLOWS

4. (i) Only Professional Members as defined in byelaw 2(1) above, and Associate Professional Members, shall be eligible for election as a Fellow.

(ii) Fellows are members of the Institute who:

(a) were Fellows of the Institute on 21 September 1998;

(b) have been, or are, elected as Fellows after that date by the Board of Directors.

(iii) Fellows may be elected under byelaw 4 (ii)(b) by the Board of Directors from persons who satisfy the following conditions:

(a) The person proposed for election shall first be nominated in writing by two Members (which for the avoidance of doubt shall include all categories of membership) upon any form provided for that purpose. That nomination shall be sent to the Chief Executive or such other Officer as shall be nominated for that purpose from time to time by the Board of Directors, who shall place it before the Board. The Board shall then decide whether or not to elect the person nominated.

(b) The person proposed for election must be a member of the Institute and shall be a person upon whom, in the opinion of the Board, it would be in the interests of the Institute to confer the status of Fellow. In this respect the primary requirement shall be that such person shall have:

(i) upon some subject with which the Institute is concerned in its objects, prepared and submitted to the Board or had published a paper or thesis, or prepared and delivered at a general meeting or conference of the Institute or similar organisation an address or lecture which, in the opinion of the Board is of value and interest to the Institute; or

(ii) performed any service which, in the opinion of the Board, has been of outstanding importance to the Institute.

PROFESSIONAL MEMBERS

5. (1) Professional Members are those who:
- (a) were Members of the Institute (as then defined) on 21 September 1998; or
 - (b) are of such character as to be a fit and proper person to enjoy the status of Professional Member of the Institute and have been, or are, admitted as Members after that date in accordance with byelaw 10 and:-
 - (i) hold the diploma; or
 - (ii) have completed 5 years continuing professional development in accordance with a scheme from time to time approved by the Institute

ASSOCIATE PROFESSIONAL MEMBERS

6. (1) Associate Professional Members are those who either:-
- (a) were Associates of the Institute (as then defined) on 21 September 1998 and who do not qualify as a Professional Member, or
 - (b) were Registered Licentiates or Registered Students of the Institute (as then defined) on 21 September 1998, or
 - (c) are students registered for the Institute's Diploma or studying under the Crematorium Technicians Training Scheme or Cemetery Operatives Training Scheme, or
 - (d) are non diploma holders admitted to membership after 30 September 2000, and who are gainfully employed in a burial, cremation or similar undertaking connected with the disposal of the dead or a public service ancillary thereto.
 - (e) have, prior to their resignation from the Institute, been a Professional Member of the Institute and have been re-admitted to Membership as an Associate Professional Member in accordance with Article 16 of the Institute's Articles of Association.
7. Subject to byelaw 6(e) above, no application for registration as an Associate Professional Member will be considered if the candidate is

eligible to apply for Professional Membership and if, during the period of Associate Professional Membership, the candidate becomes eligible for admission as a Professional Member, he shall forthwith be required to make application for admission as a Professional Member and, upon election thereto, his registration as an Associate Professional Member shall cease.

CORPORATE MEMBERS

8. Corporate Members are those companies, firms, partnerships and local authorities including former members of the Confederation of Burial Authorities engaged in the provision of services relating to burial, cremation or similar undertakings connected with the disposal of the dead or a public service ancillary thereto (“the Relevant Services”).

ASSOCIATE CORPORATE MEMBERS

9. Associate Corporate Members are those companies, firms, partnerships and local authorities engaged in the provision of services which are ancillary or incidental to or otherwise related to the provision of the Relevant Services.

APPLICATION FOR MEMBERSHIP

10. Any application to be elected as a Professional or Corporate Member, or Associate Member shall be in writing signed by the applicant or, in the case of a Corporate Member or Associate Corporate Member, an individual authorised to act on their behalf and shall be in such form as the Board of Directors shall from time to time prescribe. An application shall contain, or have annexed to it, a declaration as to the qualifications of the applicant for election and an undertaking signed by them engaging, in the event of their election, to observe the provisions of the Memorandum and Articles of Association, Byelaws and other Regulations of the Institute for the time being in force. Each application shall be made to the Chief Executive for the time being or such other officer appointed by the Board of Directors to deal with admissions for membership and such officer shall determine the application for membership in accordance with the authority delegated to him by the Board.
11. For the purposes of admission to Associate Professional Membership, Corporate Membership and Associate Corporate Membership, the Board of Directors shall have absolute discretion from time to time to determine what constitutes a “similar undertaking connected with the disposal of the dead”.

OBLIGATIONS AND PRIVILEGES OF MEMBERSHIP

12. It shall be mandatory upon every member of the Institute to accept the class of membership to which they may be or become eligible and to which they are duly elected by the officer appointed by the Board of Directors under byelaw 10.
13. Every member shall notify any change of address to the said officer and such address as notified shall be deemed to be the registered address of the member to the exclusion of any other address already registered.
14. The membership of each member (other than an overseas member) of the Institute shall include membership of one branch of the Institute.
15. A member of the Institute shall be entitled to receive free of charge a copy of each edition of the Journal.
16. All classes of membership other than Associate Corporate Members shall hold voting rights.
17. Only Life Members, Fellows, Corporate Members (acting by their Executive Representative) and Professional Members shall be eligible to act as Directors of the Board.
18. Members retired from active service shall be entitled to retain the privileges of the class of membership held on the date of retirement.

DESIGNATIONS

19. Members of the various classes specified in these byelaws may use the following (but no other) abbreviations:

Fellows – FICCM

Professional Members - MICCM

Associate Professional Members – AICCM

20. (i) A member who has obtained the Diploma of the Institute or of the Unincorporated Institute may add (Diploma) or (Dip) after whichever of the abbreviations is appropriate to his class of membership.
- (ii) A member who has obtained the Diploma of the Institute with honours may add (Hons) (Dip) after whichever of the abbreviations is appropriate to his class of membership.

CERTIFICATES OF MEMBERSHIP

21. The Chief Executive or such other officer appointed by the Board of Directors shall prepare certificates of membership of the Institute which shall be in such form or forms as shall be prescribed from time to time by the Board of Directors. Each certificate shall be signed by the said officer and shall be sealed. Any member who has paid two consecutive annual subscriptions to the Institute shall be entitled to a certificate of membership.

HONORARY VICE-PRESIDENTS

22. Honorary Vice-Presidents may be elected annually at the Annual General Meeting of the Institute from persons who are eminent in matters with which the Institute is concerned or who otherwise show an active interest in the objects of the Institute. All nominations of persons for election as Honorary Vice-Presidents must first be approved by the Board of Directors. The Institute in general meeting may then resolve that the person nominated shall first be invited to accept the honorary office of a Vice-President and that the election of the person to such office shall be conditional upon and effective from the date of the acceptance of the invitation by the person nominated.