

RULE BOOK

THE CHARTERED INSTITUTE OF JOURNALISTS

Incorporated by Royal Charter 1890

and

THE INSTITUTE OF JOURNALISTS (TRADE UNION)

Incorporating amendments up to and including those sanctioned at the Annual General Meeting 29 October 2021

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THE CHARTER

of The Institute of Journalists

VICTORIA, BY THE GRACE OF GOD, of the United Kingdom of Great Britain and Ireland, Queen Defender of the Faith; TO ALL TO whom these Presents shall come, Greeting;

WHEREAS certain of Our subjects Members of an Association or Society Formerly known as "The National Association of Journalists," and now known as "The Institute of Journalists," whose names are hereinafter set forth have petitioned Us For a Charter of Incorporation such as is in hand by these Presents granted.

AND whereas We are minded to comply with the prayer of such petition.

NOW therefore We of Our especial grace certain knowledge and mere motion Do hereby for Us Our Heirs and Successors will grant direct appoint and declare as follows:—

1. HUGH GILZEAN REID of Warley Hall, Worcestershire, Journalist; SIR ALGERNON BORTHWICK, Baronet, Member of Parliament, of 139, Piccadilly, London, Journalist; EDWARD LAWSON, of Hall Barn, Beaconsfield, Buckinghamshire, Journalist; SIR EDWIN ARNOLD, Knight, Master of Arts, of 21, West Cromwell Road, Kensington, Middlesex, Journalist; JUSTIN MACCARTHY, Member of Parliament, of 20, Cheyne Gardens, Chelsea, Middlesex, Journalist; JAMES MACKENZIE MACLEAN, Member of Parliament, of 40, Nevern Square, Earl's Court, Middlesex. Journalist; PETER WILLIAM CLAYDEN, of 13, Tavistock Square, London, Journalist; HARRY FURNISS, of 23, St. Edmund's Terrace, Regent's Park, London, Journalist; EDWARD RICHARD RUSSELL, of Liverpool, Journalist; JOHN ARCHIBALD WILLCOX, of Liverpool, Journalist; THOMAS SOWLER, Colonel, of Manchester. Journalist; HENRY FLINT, of Manchester, Journalist; JOHN THACKRAY BUNCE, of Birmingham, Journalist; JAMES ANNAND, of Newcastle-on-Tyne, Journalist; WILLIAM DUNCAN, of Newcastle-on-Tyne, Journalist; ROBERT EADON LEADER, Bachelor of Arts, of Sheffield, Journalist; CHARLES CLIFFORD, of Sheffield, Journalist; ALBERT GROSER, of Plymouth, Journalist; THOMAS DAVID TAYLOR, of Bristol, Journalist; ROBERT

JONES GRIFFITHS, Master of Arts and Doctor of Laws, of 4, Middle Temple Lane, London, Journalist; CHARLES RUSSELL, of Glasgow, Journalist; RICHARD GOWING, of Upper Park Road, Hampstead, Middlesex, Journalist; EDWARD EDEN PEACOCK, of 5, Tierney Road, Streatham Hill, Surrey, Journalist; BENJAMIN DAIN HOPGOOD, of 4, Westwick Gardens, West Kensington Park, London, Journalist; HERBERT SAMUEL CORNISH, of 80, Victoria Road, Stroud Green, Middlesex, Journalist and Secretary; and such other persons as now are members of the said Society known as the "Institute of Journalists," and all such persons as may hereafter become members of the Body Corporate hereby constituted according to the Provisions of these Presents and their Successors shall for ever hereafter be by virtue of these Presents, one body politic and corporate by the name of "The Institute of Journalists," and by the name aforesaid, shall have perpetual succession and a Common Seal, with full power and authority to alter, vary, break and renew the same at their discretion and by the same name to sue and be sued, implead and be impleaded, answer and be answered unto, in every court of Us, Our Heirs and Successors; and shall be able and capable in law to take, purchase and hold to them and their successors notwithstanding the Statutes of Mortmain, any lands, tenements or hereditaments whatsoever situated within Our United Kingdom of Great Britain and Ireland, not exceeding in the whole the annual value of £3,000, such annual value to be circulated and ascertained at the respective periods or times of acquiring the same: And shall be able and capable in law to grant, demise, alien or otherwise dispose the lands, tenements or hereditaments belonging to the Institute of Journalists and also to do all other matters incidental or appertaining to a body corporate.

2. THE objects and purposes for which the Institute of Journalists (hereinafter and in the Schedule to these Presents called "the Institute") is hereby constituted are the following:

(a) Devising measures for testing the qualifications of candidates for admission to professional membership of the Institute by examination in theory and in practice or by any other actual and practical tests;

(b) The promotion of whatever may tend to the elevation of

the status and the improvement of the qualifications of all Members of the Journalistic profession;

(c) The ascertainment of the law and practice relating to all things connected with the Journalistic profession and the exercise of supervision over its Members when engaged in professional duties;

(d) The collection, collation and publication of information of service or interest to Members of the Journalistic profession;

(e) Watching any legislation affecting the discharge by Journalists of their professional duties and endeavouring to obtain amendments of the law affecting Journalists, their duties or interests;

(f) Acting as a means of communication between Members or others seeking professional engagements and employers desirous of employing them;

(g) Promoting personal and friendly intercourse between Members of the Institute; holding conferences and meetings for the discussion of professional affairs, interests and duties; the compilation, constant revision and publication of lists and registers of Journalists and of records of events and proceedings of interest to Journalists;

(h) The formation of a library for the use of Members of the Institute;

(i) The encouragement, establishment or development of a professional journal for Journalists;

(i) The promotion, encouragement or assistance of means for providing against the exigencies of age, sickness, death and misfortune;

(k) The acquisition by the Institute of a hall or other permanent place of meeting and of other places of meeting;

(l) Securing the advancement of Journalism in all its branches and obtaining for Journalists as such formal and definite professional standing;

(m) The promotion by all reasonable means of the interests of Journalists and Journalism.

3. THE Institute shall not carry on any trade or business or engage in any transactions with a view to the pecuniary profit or gain of the members thereof, and the members of the Institute shall not seek or derive any pecuniary profit or gain from the Institute or their membership thereof.

4. THE Institute shall consist of a President, Vice-Presidents (not exceeding 15 in number), a Council (not exceeding 60 in number), and such classes of Members as may be from time to time prescribed by Bye-laws of the Institute. The President and Vice-Presidents shall, ex officio, be Members of the Council.

5. THE first President shall be the said Hugh Gilzean Reid, the first Vice-Presidents shall be the said Sir Algernon Borthwick, the said Edward Lawson, the said Peter William Clayden, the said Thomas David Taylor, the said Charles Russell, the said John Archibald Willcox, the said Benjamin Dain Hopgood, the said William Duncan, Henry John Palmer, of Birmingham, Journalist, John Wilson, of Edinburgh, Journalist, and John Vaughan of Leicester, Journalist; the first Members of the Council shall be the said President and Vice-Presidents, and the said Edward Eden Peacock and the said Charles Clifford.

The said President, Vice-Presidents and Members of the Council shall hold office until the due election of their successors in accordance with the Bye-laws of the Institute.

6. THE Institute shall have such permanent officers as the Bye-laws of the Institute may prescribe and such other Officers and Servants as the Council may from time to time appoint.

7. THE government of the Institute and its affairs shall be vested in the Council. The Council shall obey the directions of these Presents and the Bye-laws of the Institute.

8. THE Council shall have power from time to time to make Bye-laws of the Institute and from time to time to revoke, alter or amend any Bye-laws theretofore made. Provided that no such Bye-laws or any such

revocation, alteration or amendment shall take effect until the same have or has been submitted to and sanctioned by a General Meeting of the Institute with respect to which due notice has been given that such new Bye-laws or such revocation, alteration or amendment will be taken in consideration at such General Meeting.

9. THE Bye-laws of the Institute may provide with respect to all or any of the following matters:

(i) The carrying out of any of the objects of the Institute;

(ii) The qualifications, election, a motion and classification of members of the Institute and the conditions of Membership (including contributions to the funds of the Institute);

(iii) The qualifications, election, a motion, continuance in office and duties of the President, Vice-Presidents and Members of the Council and the number of Vice-Presidents and Members of the Council;

(iv) The qualifications, appointment, dismissal, duties and remuneration of The Officers and Servants of the Institute;

(v) The summoning, holding and proceedings of General Meetings (including the voting at such meetings and the rights and duties of Members present there at and the quorum necessary to constitute the same);

(vi) The summoning, holding and proceedings of Meetings of the Council; the quorum of the Council and the business powers and duties of the Council;

(vii) The appointment of Committees of the Council or Institute for inquiring and reporting to either the Council or General Meetings or for the management of any part of the affairs of the Institute or the promotion or execution of any of its objects;

(viii) The management of the funds and property of the Institute and the conduct of the business of the Institute;

(ix) The organisation of the Institute by the division of the United Kingdom or any parts thereof into Districts and the appointment of District Committees of the Institute and

District Officers and the qualifications, election, a motion, continuance in office of the members of such Committees, and the qualifications and tenure of such Officers and the powers and duties of such Committees and Officers;

(x) Any matters connected with or relating to any of the matters aforesaid;

(xi) Any matters connected with or relating to the affairs or government of the Institute.

Provided Always that the said Bye-laws shall comply with the provisions and directions of these Presents and shall not be in any manner repugnant thereto or to the laws and statutes of this Realm and Provided also that the said Bye-laws and any revocation, alteration, or amendment thereof shall not be of any force or effect until the same shall have been allowed by the Lords of Our Privy Council of which allowance a Certificate under the hand of the Clerk of Our Privy Council shall be conclusive evidence.

10. THE first Bye-laws to be made under these Presents shall be made and sanctioned by a General Meeting of the Institute within the space of two years from the date hereof unless the Lords of Our Privy Council shall see fit to extend such period of which extension the Certificate of the Clerk of Our Privy Council shall be conclusive evidence.

11. PENDING the making, sanction and allowance of Bye-laws to be made under these Presents but no longer the Bye-laws in the Schedule to the Presents set forth shall be the Bye-laws of the Institute and observed as such.

12. THE Council of the Institute shall be at liberty at any time or times hereafter to apply to Us Our Heirs and Successors for a supplementary Charter or Charters and such Charter or Charters when accepted in such manner and by such proportion and such of the Members of the Institute as shall in such Charter or Charters be provided in that behalf shall be binding upon the Institute and all the Members thereof and to all other intents and purposes whatsoever and shall repeal so much of these Presents or any Supplementary Charter as shall be inconsistent therewith and these Presents and all such Supplementary Charters

shall be construed as one instrument.

13. AND we do hereby for Us Our Heirs and Successors, Grant and Declare, that these Our Letters Patent shall be in all things good, firm, valid and effectual in the law according to the true intent and meaning of the same and shall be taken, construed and adjudged, in all our Courts and elsewhere, in the most favourable and beneficial sense and for the best advantage of the said Institute of Journalists, any misrecital, non-recital, omission, defect, imperfection, matter or thing whatsoever notwithstanding:

In WITNESS whereof we have caused these Our Letters to be made Patent WITNESS Ourself at Westminster, the third day of March, in the fifty-third day of Our reign.

THE SCHEDULE above referred to being the Provisional Bye-laws of the Institute of journalists. (Here followed in the Charter the Provisional Bye-laws, since replaced by other Bye-laws).

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL
MUIR MACKENZIE.

SUPPLEMENTAL CHARTER

ELIZABETH THE SECOND BY THE GRACE OF GOD of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith: TO ALL TO whom these Presents shall come, Greeting!

WHEREAS Her Majesty Queen Victoria in the year of our Lord One thousand eight hundred and ninety by Royal Charter dated the third day of March in the fifty-third year of Her Reign (hereinafter referred to as "the Charter") constituted a body corporate and politic by the name of "The Institute of Journalists" (hereinafter referred to as "the Institute"):

AND WHEREAS it has been represented unto Us that it is expedient that the objects and purposes of the Institute should be extended and that Article 12 of the Charter should be revoked:

AND WHEREAS supplication has been made unto Us to grant to the Institute a Supplemental Charter for the above-mentioned purposes:

NOW THEREFORE KNOW YE that We, by virtue of Our prerogative Royal and of all other powers enabling Us in that behalf have, of Our especial grace, and mere motion granted and declared and by these Presents do grant and declare notwithstanding anything to the contrary contained in the Charter, as follows:-

1. ARTICLE 12 of the Charter is hereby revoked.

2. THE objects and purposes of the Institute shall notwithstanding anything contained in the Charter and in addition to the objects and purposes therein specified henceforth include the promotion of a Bill or Bills in Parliament for securing the amalgamation of the Institute with the registered trade union now known as the National Union of Journalists or with any other body corporate, association or other combination whatsoever whose objects are conducive to the furtherance of the interests of Journalists and Journalism if such amalgamation shall be for the advancement of Journalism. The Institute may promote such a Bill or Bills either alone or in conjunction with the said trade union or such other body corporate, association or combination as aforesaid.

3. ALL the provisions of the Charter and of this Our Supplemental Charter shall be revoked as from the date on which any such amalgamation secured as aforesaid takes effect.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourself at Westminster the 28th day of January in the nineteenth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL
W. G. AGNEW.

SUPPLEMENTAL CHARTER

ELIZABETH THE SECOND BY THE GRACE OF GOD of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith: TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING!

WHEREAS Her Majesty Queen Victoria in the year of our Lord One thousand eight hundred and ninety by Royal Charter dated the third day of March in the fifty-third year of Her Reign (hereinafter referred to as "the Charter") constituted a body corporate and politic by the name of "The Institute of Journalists" (hereinafter referred to as "the Institute"):

AND WHEREAS in the year One thousand nine hundred and seventy-one by Letters Patent dated the twenty-eighth day of January in the nineteenth year of Our Reign We were graciously pleased to grant to the Institute a Supplemental Charter (hereinafter referred to as "the Supplemental Charter") by which the objects and purposes of the Institute were extended and Article 12 of the Charter revoked:

AND WHEREAS it has been represented unto Us that it is expedient that certain provisions of the Supplemental Charter should be revoked:

AND WHEREAS supplication has been made unto Us to grant the Institute a further Supplemental Charter for the above-mentioned purpose:

NOW THEREFORE KNOW YE that We, by virtue of Our Prerogative Royal and of all other powers enabling Us in that behalf of Our especial grace, certain knowledge and mere motion granted and declared and by these Presents do for Us, Our Heirs and Successors grant and declare notwithstanding anything to the contrary contained in the Charter or Supplemental Charter that all the provisions of the Supplemental Charter save that of Article 1 thereof (whereby Article 12 of the Charter was revoked) shall be and the same ate hereby revoked.

IN WITNESS whereof We have caused these Out Letters to be made Patent.

WITNESS Ourself at Westminster the thirteenth day of October in the twenty-fourth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

N. E. LEIGH.

SUPPLEMENTAL CHARTER

ELIZABETH THE SECOND by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith:

TO ALL TO WHOM THESE PRESENTS SHALL COME GREETING!

WHEREAS Her Majesty Queen Victoria in the year of our Lord One thousand eight hundred and ninety by Royal Charter (hereinafter called "the original Charter") constituted The Institute of Journalists (hereinafter called "The Institute") a body corporate and politic with a perpetual succession and a Common Seal:

AND WHEREAS the original Charter has been amended by Supplemental Charters granted by Us in the year of our Lord One thousand nine hundred and seventy-one and in the year of our Lord One thousand nine hundred and seventy-six:

AND WHEREAS by an humble Petition the Institute has prayed that We should be graciously pleased to grant to it a further Supplemental Charter:

NOW THEREFORE KNOW YE that We, have taken the said Petition into Our Royal consideration and being minded to accede thereto, have of Our especial grace, certain knowledge and mere motion granted and declared, and by these Presents for Us, Our Heirs and Successors, do grant and declare that the original Charter shall be amended as follows:-

1. In Article 1:-

(i) The name of the Institute shall be changed from "The Institute of Journalists" to "The Chartered Institute of Journalists".

(ii) The words "notwithstanding the Statutes of Mortmain" shall be deleted.

(iii) The words "not exceeding in the whole the annual value of £3,000, such annual value to be circulated and ascertained at the respective periods or times of acquiring the same" shall be deleted.

2. To Article 3 there shall be added at the end the words:- "The Institute shall not support with its funds any object, or endeavour to impose on, or procure to be observed by, its members or others, any regulation, restriction or condition which, if an object or purpose of the Institute, would make the Institute a Trade Union.".

3. Insert a new Article 12, as follows:-

"12. The Members of the Institute may at any General Meeting by resolution passed by a two-thirds majority of those present and voting amend, add to or revoke any provisions of this Our Charter or of any Supplementary Charter granted to the Institute: Provided that no such amendment, addition or revocation shall be of effect unless and until approved by Us, Our Heirs or Successors in Council.".

IN WITNESS Whereof We have caused these Our Letters to be made Patent.

WITNESS Ourself at Westminster the seventeenth day of December in the thirty-ninth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL.

BYE-LAWS

(Amending Bye-laws allowed by the Lords of the Council, 20th November, 1903. made by the Council. 11th May, 1912, and sanctioned by a General Meeting of the Institute, held on 26th. 27th and 28th August, 1912, as required by the Charter.)

Allowed by the Lords of the Council. 26th March, 1913.

Further amendments by the Council 29th June, 1963. sanctioned by a General Meeting of the Institute on 6th September, 1963, and allowed by the Lords of the Council on 22nd April, 1964.

Further amendments by the Council or 26th February, 1966, sanctioned by a General Meeting of the Institute on 14th June, 1966, and allowed by the Lords of the Council on 24th October 1966.

Further amendments by the Council on 1st July, 1978, sanctioned by a General Meeting of the Institute on 18th September 1978, and allowed by the Lords of the Council on 23rd March, 1979.

Qualification and Membership

1. There shall be two professional classes of membership of the Institute, called respectively Fellows and Members; and a class of Junior Members, consisting of persons not less than 16 years of age, undergoing preparation for professional membership. There shall be also two non-professional classes, called respectively Affiliates and Honorary Members.

2. The qualifications recognised for the admission of any person to the class of Member are as follows, viz:

   (a) That he has been for not less than three years, professionally, habitually, and as his sole or chief occupation, engaged-

   Upon the staff of a Journal or news agency in the capacity of editor, writer or leading, special, or other articles, correspondent, artist, literary manager, assistant editor, sub-editor, or reporter; or -

   In supplying Journals or news agencies with articles, illustrations, correspondence, or reports; or

In radio or television work as reporter, sub-editor or some other journalistic capacity; or -

In the service of Journals or Journalism in such other capacity or capacities as may be defined by Standing Orders as constituting expert professional practice in Journalism; or:

(b) That he has (i) undergone a term of pupilage or other special preparation, to the satisfaction of the Council (or authorised Committee), or (ii) passed such professional examination as may be prescribed by the Council, or (iii) obtained a Diploma in Journalism or taken such a Degree of any University or obtained such equivalent academic qualifications as may be approved for the purpose by the Council and in addition has been for not less than one year engaged as his sole or chief occupation in Journalism in the manner defined by clause (a) of this Bye-law.

3. Fellows shall be Journalists (having previously belonged to the Class of Members) of recognised professional standing or of especial experience or distinction.

4. Affiliates shall be persons not less than 19 years of age who, by reason of their relations with Journalism are qualified to co-operate with Journalists in the advancement and service of the Profession.

5. Honorary Members shall be persons who have rendered special assistance in promoting the objects of the Institute. They shall not be required to contribute to the funds.

6. Women possessing the specified qualifications shall be eligible for the several classes of membership, and the masculine pronouns when used in these Bye-laws shall be read as applying to both sexes.

7. Nothing contained in these Bye-laws shall be held to prevent the Council (acting by themselves or by any Committee duly empowered by Standing Orders to elect or reject candidates for admission to the Institute) from refusing the election of any candidate. The Council, notwithstanding anything contained in these Bye-laws, shall be empowered to require that any or all candidates shall pass such

educational or other qualifying tests as the Council, by Standing Order or otherwise. may specify.

8. The Council shall have power to remove from the Roll any professional Member whose connection with Journalism has ceased, or to transfer such Member to one of the non-professional classes, or in their discretion to retain such Member in the class of Fellows or Members.

9. The Council shall have power. at any time for cause shown, to rescind the election of any Member or to transfer him to another class of membership.

10. The Council shall have power by Standing Order or otherwise to make such regulations as from time to time they may find desirable with regard to the methods of election or rejection of candidates for membership. The Council may provide for provisional or probationary admission to the classes of Junior Members and Members.

11. Fellows of the Institute shall be entitled to append to their names the initials FCIJ, Members the initials MCIJ.

12. Junior Members, Affiliates, and Honorary Members shall be entitled to attend and to speak at meetings of the Institute, but not to exercise any vote in relation to the affairs of the Institute, save that Junior Members who are not less than 18 years of age shall be entitled to vote on any question that relates directly and exclusively to the remuneration and conditions of employment of junior journalists. For the purpose of this Bye-law junior journalists shall be persons undergoing any form of pupilage or other preparation for the profession of journalism that is approved by the Council or persons who however designated are not classified as senior journalists in any agreements regulating the remuneration and conditions of employment of journalists that may exist between their employers and the Institute

Funds

13. Contributions to the funds shall, so far as they are a condition of membership in any class, be made in such manner and of such amounts as from time to time may be determined by the Council and approved

by a General Meeting of the Institute. Other contributions to the general or special funds shall be made as provided by Standing Orders or as otherwise duly authorised.

14. The Council shall be empowered to receive legacies or donations in aid of any of the objects of the Institute.

General Meetings

15. Once in each year a General Meeting of the Institute shall be held, a part of the business at which shall be to receive and deal with the Annual Report of the Council and the Accounts of the year last preceding, and to elect Officers; provided that the Annual General Meeting may remit to the Council any of its functions should necessity arise. A General Meeting of the Institute shall be known by such designation as the Standing Orders may prescribe.

16. At General Meetings of the Institute all duly qualified members (in any class) shall be entitled to attend, and all duly qualified Fellows and Members shall be entitled to vote. The votes of those duly qualified Fellows and Members who do not attend shall be exercised by delegates or otherwise as may be provided by Standing Orders-

17. The Council shall have power to summon a General Meeting of the Institute at any time.

Officers of the Institute

18. The Officers of the Institute shall include a President, Vice-Presidents, a Treasurer, an Honorary Secretary or Honorary Secretaries, a Secretary, a Legal Adviser or Legal Advisers, an Auditor or Auditors, and such others as may be authorised by Standing Others. The number of Vice-Presidents, Hon. Secretaries, Legal Advisers, and Auditors shall be as authorised by Standing Orders. The appointment and control of the permanent staff shall be vested in the Council.

The Council

19. The Council shall consist of ex-officio members as provided by the Charter and by Standing Orders, and Representative Members

appointed in such manner as may be provided by Standing Orders made in due compliance with Article 4 of the Charter.

20. The Council shall act in all matters as the governing body of the Institute, but shall pay due regard to resolutions adopted by General Meetings of the Institute, subject to the provisions of the Charter and Bye-laws.

21. The Council shall have power to appoint Committees and to delegate to such Committees such powers and duties of the Council as may be found desirable.

22. Should any of the offices of the Institute become vacant by resignation or otherwise during the course of any year, the Council shall be empowered to fill such vacancies until the next General Meeting or to leave them vacant, as may seem desirable.

Seals, Forms etc.

23. The Council shall have power to make any orders or regulations for the custody, use, or application of the Common Seal. The Council shall have power to adopt a Small Seal, and to make orders or regulations for the custody, use, or application of the same; and the Small Seal, if authorised shall be valid for the purpose of credentials of membership and other minor uses, but not for the purposes of any contract, document, or matter for which the Common Seal is necessary.

24. The Council shall be empowered to authorise and require the use and observance of such Forms, Documents and Regulations as may be found necessary or desirable for promoting and assuring the observance of the provisions of the Charter and Bye-laws of the Institute. The Council shall be empowered also to decide any questions which may arise as to the intent and meaning of these Bye-laws or of any Standing Orders or Regulations. Provided that all such Forms, Documents, Regulations, and decisions prescribed and given by the Council shall be subject to power of revision by General Meeting of the Institute.

Certificates and Credentials

25. The Council shall have power to issue such permanent periodical,

renewable or temporary Diplomas, Certificates, Badges, or other credentials, also to make such conditions and regulations applying to the issue, use, and recall of such Diplomas, Certificates or credentials, as may be found desirable.

Discipline

26. If any person, while he is a member of the Institute (in any class) -

(a) Violates any fundamental rule of the Institute applicable to him or;

(b) Is held by the Council on the complaint of any Member of the Institute, or of any person aggrieved, to have been guilty of any act or default discreditable to him as a Journalist or otherwise -

He shall, upon the motion of the Council, or upon representation of the Committee of his District or otherwise, be liable to be excluded from membership or from office, or to be suspended from membership for any period not exceeding two years by a resolution of the Council, passed at a meeting specially convened for that purpose, with notice of the object, at which meeting there shall be present not less than twelve of the Members of the Council and for which exclusion or suspension not less than two-thirds of those present and voting shall vote, and the Member in question having first had an opportunity of being heard by the Council; but any such exclusion or suspension may be at any time revoked or modified by the Council at a like meeting by a like majority, subject to such terms and conditions (if any) as the Council may think fit, and notice of any resolution for exclusion or suspension shall forthwith be sent to the person affected thereby. In the event of a two-thirds majority as above provided not voting for such exclusion or suspension, no entry shall be made upon the minutes.

Local Organisation

27. Standing Orders of the Institute may provide for the local organisation of the Institute by Districts or Divisions, or by such other means and systems as the Council may from time to time approve.

28. The Council shall have power to admit to the Institute Districts,

Divisions or branches of the Institute, or to affiliate kindred bodies, in any British Dominion, or in Foreign Countries, in such forms and under such conditions as by Standing Order or otherwise may be provided.

Standing Orders

29. The Council shall have power from time to time to make Standing Orders known as Standing Orders of the Institute for regulating the affairs of the Institute subject to the provisions of the Charter and these Bye-laws. The Council shall also have power from time to time to revoke, alter or amend any Standing Orders theretofore made provided that no such Standing Orders or any such revocation, alteration or amendment shall take effect until the same has been submitted to and sanctioned by a General Meeting of the Institute to which due notice has been given that such new Standing Orders or such revocation, alteration or amendment will be taken in consideration at such General Meeting. A General Meeting of the Institute shall also have power to make Standing Orders or to revoke, alter or amend any Standing Orders theretofore made provided that (a) due notice is given to such General Meeting that such new Standing Orders or such revocation, alteration or amendment will be taken in consideration at the General Meeting and (b) no such new Standing Orders or any such revocation, alteration or amendment shall take effect until the same has or have been submitted to and sanctioned by the Council.

The expressions "Standing Orders" as used in these Bye-laws means Standing Orders duly made in accordance with this Bye-law.

STANDING ORDERS

1 Definitions

1.1 In these Standing Orders the following terms shall have the following meanings:

"The Institute" or "the IoJ" - The Chartered Institute of Journalists as incorporated by Royal Charter and the Institute of Journalists (Trade Union) jointly

"The IoJ(TU)" – The Institute of Journalists (Trade Union); an independent trade union to which all members, except those with employment powers, automatically belong.

"The Professional Practices Board (PPB)" – the executive of the Institute of Journalists (TU) which is independent of the Council but which reports to Council."

"Members" - Members of the Chartered Institute and, where appropriate, IoJ(TU)

"The Council" - The governing body of the Chartered Institute and, without its employing members, the governing body of the IoJ(TU)

"Conference" - The Annual General Meeting of the Chartered Institute and IoJ(TU)

"Communication" – the way in which members may be contacted by post, electronic communication or telecommunication

"The General Secretary" - The Chief Executive of the Chartered Institute and the IoJ(TU) who shall operate under the direction of and with the authority of the Council

1.2 Where these orders refer to the masculine they shall also include the feminine unless otherwise specifically stated.

1.3 The term "Members" shall include "Fellows" except where the context has reference to Fellows only, but shall not include Student Members,

Trainee Members or Affiliates, except where the context makes it clear that any or all of these classes are referred to.

1.4 The Chartered Institute and the IoJ(TU) shall be served by the same President and Honorary officers; the same Region or Division representatives to Council and the same Professional Practices Board and Standing committees.

2 Objects

2.1 The objects of the Chartered Institute of Journalists are as defined in the Royal Charter of 1890.

2.2 The objects of the IoJ(TU) shall be:-

2.2.1 to organise members of the journalistic profession and to improve their salaries and conditions of employment by regulating the relations between Members and their employers;

2.2.2 to provide such benefits to Members as may be determined in accordance with these Standing Orders;

2.2.3 to carry out such other activities for the benefit of the Members as the Council or General Meeting may determine.

3 Election to membership

3.1 Membership of the Chartered Institute of Journalists means also membership of the Institute of Journalists (Trade Union) unless the individual is disqualified from membership of the latter. Those disqualified are Members who are in any capacity able to exercise the powers of an employer in the appointment or discharge of journalists or in matters relating to remuneration, house and working conditions of journalists. Members so disqualified may nevertheless receive assistance from the Institute in respect of their own employment. The owning of shares in a company shall not in itself be a disqualification.

3.1.1 Any candidate qualified for Membership or Affiliateship of the Institute under Bye-laws 1, 2, 4 and 5 or otherwise engaged in the professional practice of any form of journalism may be elected either by the Council

or by the Committee of any duly constituted Region or Division. For the avoidance of doubt, the Institute recognises as professional journalism any work of a journalistic nature, as defined in Bye-law 2(a), in which publication and distribution are wholly or partly electronic in nature and the activity is the applicant's sole or chief occupation in terms of time and/or income. Subject to such regulations as it seems fit to make in its absolute discretion, a Region Committee may delegate to all or any of the Districts and Chapters within the Region powers to elect any duly qualified candidate who on election would become a member of the District or Chapter making the election. Where a number of individuals carry out a journalistic function as a team (eg in reporting sporting or political events), Council may rule that all members of such a team shall be eligible for election as Members, providing that this is their sole or chief occupation.

3.1.2 Candidates should be proposed and seconded by duly qualified Fellows and/or Members. All applications for membership under this clause shall be accompanied by a letter from the proposer vouching for the professional qualifications of the candidate.

3.1.3 Candidates unable to secure a proposer and seconder as specified in S.O.3.1.2 may apply to Head Office. Applications must include samples or other evidence of the candidate's journalistic work. Such candidates may be admitted to the appropriate grade of membership.

3.2 A description of the qualification must be given in the nomination form provided by the Council. Applicants for election as Member or Trainee Member shall be required to state whether they are also engaged in any other profession or occupation and, if so, which is the principal profession or occupation. Candidates shall state in writing whether they are able to exercise the powers of an employer and shall undertake if elected, to inform Head Office should they at a future time acquire the powers of an employer.

3.3 Each nomination shall be considered and voted on separately. Voting shall be by show of hands unless a ballot is demanded by not fewer than one-third of those present and voting at the meeting. To secure election a candidate must receive a majority of votes. No election shall be deemed to have been completed until the candidate has paid three

months' subscriptions and applications must be accompanied by a remittance for this amount. Refunds of the whole amount paid will be made to unsuccessful applications. Subscriptions shall be payable from the first day of the month in which the applicant is elected.

3.4 A candidate of less than three years experience in journalism, or a candidate who has obtained a diploma in journalism or taken such a degree of any University or obtained such equivalent academic qualifications as may be approved for the purpose by Council and in addition has been for not less than one year engaged as his sole or chief occupation in journalism may be elected a Trainee Member. Such Trainee Members shall be entitled to vote in relation to the affairs of the Institute. On the second anniversary of such election the Region or Division to which the Trainee Member belongs shall ascertain whether the Trainee is eligible for transfer to the class of Member. If so, the transfer shall be effected; if not, the trainee membership shall terminate and the name shall be removed from the Roll. A Trainee Member shall not be less than 21 years of age.

3.5 Persons not less than 16 on joining a journalistic staff or entering on a recognised journalistic training course shall be eligible for election as Trainee or Student members respectively. Trainee and Student membership are categories of Junior membership under Bye-law 12 and shall have corresponding rights and obligations within the Institute. On becoming qualified for trainee or full membership a Student member must be transferred to the appropriate category.

3.6 Public relations practitioners shall be eligible for membership provided their duties are comparable with newspaper, broadcasting or periodical editorial work. Practitioners engaged solely in advertising are ineligible.

3.7 On taking up permanent residence in the British Isles, a member of the International Division may ask to be transferred to a Region or Division, with the consent of that Region's or Division's committee.

3.8 To qualify for election as an Affiliate an applicant must be engaged in the communications industry other than as a journalist or in writing, photography, art or occasional journalism in circumstances that

would not normally compete with those qualified for professional membership.

4 Appeals

4.1 If the candidate's application is rejected by the admissions panel they may appeal directly to Council. However, the original assessors of the application will not vote. Notice of such appeal must be given by the nominators to the rejecting committee at the time the appeal is lodged. Questions relating to the fitness of any person for any class of membership may be referred by Region or Division committees to the Council. The council's decision in all matters relating to membership shall be final.

5 Election of Fellows

5.1 The election of Fellows shall be vested in the Council but not more than six shall be elected in any one year. Nomination may be made by any member in good standing, any Region or Division committee or any Standing committee of the Council.

5.2 Qualification for election to Fellowship shall be: outstanding service to the Institute, membership for not fewer than 10 consecutive full years and suitable professional standing; or, irrespective of length of membership, special services to Journalism.

5.3 Following election, a Fellow shall receive a Certificate of Fellowship bearing the Common Seal of the Institute. Presentation may be made at the Annual Conference or on such other occasion as the Council may direct.

5.4 Fellowship shall be forfeited by resignation from membership or by resolution of Council.

6 Election of Life Fellows and Honorary Members

6.1 Life Fellows and Honorary Members shall be elected by the Council. Life Fellows shall be elected in recognition of exceptional services to the Institute but election shall be subject to the following:

6.2 No person who is not a Fellow of the Institute prior to the date of the meeting at which nomination and/or election takes place shall be eligible for election to Life Fellowship.

6.3 Nomination shall be by any three members of Council.

6.4 There shall be not more than 10 Life Fellows at any one time.

6.5 Life Fellows shall not be liable to pay any subscription.

7 Subscriptions

7.1 Rates of subscription for the various classes of member shall be as decided from time to time by Council and the Annual General or Special General meetings of the Institute and shall include such amounts as determined from time to time for the IoJ(TU).

7.2 Reduced rates of subscription may be set for Fellows and Members who have retired from active journalistic work and have paid not less than ten annual subscriptions. Such special rates of subscription shall be as set by Council and the Annual General or Special General Meeting of the Institute.

7.3 The Council or the committee of a Region or Division shall have power to refuse the subscription of any Member or, if his subscription has been accepted, instruct the Honorary Treasurer to refund such subscription.

7.4 Payment of subscription shall be made to the Head Office of the Institute. Any subscriptions collected by Regions, Divisions, Districts or Chapters on behalf of the Institute shall be remitted forthwith to the Honorary Treasurer at Head Office.

7.5 Subscriptions paid annually are due on election and on the 1st of January in each succeeding year. Instalments paid half-yearly, quarterly or monthly are due on election and on the first day of each succeeding relevant interval.

7.6 Every subscribing Member shall remain liable for the payment of his subscription until the expiry of three months' notice in writing to Head Office of the Institute of his intention to resign, unless he shall have

forfeited his membership by order of the Council.

7.7 A lapsed Member may be reinstated in his former status by the Council on the recommendation of his Region or Division.

7.8 A lapsed member reinstated as in S.O.7.7 may be required to pay a reinstatement fee. The amount of such fee shall be determined by the Council but shall not exceed the total of any previously unpaid subscriptions.

7.9 Lapsed members shall remain liable for the payment of six months' arrears of subscription.

7.10 The Council shall have power to suspend, reduce or remit entirely, for such period as may be determined, the subscriptions of Members in any class who are engaged during war or any other period of national emergency in any wholetime National Service, or who temporarily find employment outside journalism.

7.11 No member whose subscription is more than one month in arrears shall be entitled to any of the benefits of the Chartered Institute or IoJ(TU), or to vote at any meeting or to participate in any ballot, but shall be entitled for a further two months (ie until reaching a total of three consecutive months in arrears) to receive copies of The Journal and other literature as issued. The Council shall have power, after communication with the Committee of the Region or Division concerned, to erase from the Roll of the Institute the name of any person whose subscription is more than six calendar months in arrears, who shall be deemed lapsed.

7.12 The Council shall have power, on the recommendation of the committee of his Region or Division, to suspend, reduce, or remit entirely for such period as may be determined the subscription of any Member who is, through ill health, misfortune or unemployment, unable to pay.

7.13 Members not belonging to a Region or Division may apply directly to the Council for relief. A Member in receipt of an Institute pension shall be exempted from payment of subscriptions.

7.14 Any member who goes on maternity or paternity leave may retain

their membership of the Institute by payment of a reduced annual subscription to be decided from time to time by Council. Any extension to the reduction shall be re-considered on an annual basis.

7.15 Membership certificates, press cards and other credentials issued to members of any class under Bye-law 25 shall remain the property of the Institute and must be returned to the Institute on request if and when the member is lapsed or leaves the Institute for any other reason.

8 Finance

8.1 The financial year of the Institute, the IoJ(TU) and of the Regions and Divisions shall be from January 1 to December 31.

8.2 The Honorary Treasurer shall be responsible for drafting a budget and other financial planning for the consideration of Council. All subscriptions shall be paid to the credit of the Institute general fund out of which shall be met:

the general expenses of the Institute;

grants for professional or legal aid voted by the Council.

8.3 The Council shall have power to deal with any surplus of income over expenditure occurring in any fund of the Institute in such manner as may be in accordance with the Charter and the Bye-laws and Standing Orders.

8.4 Any Regions, Divisions or Districts that anticipate calling on Head Office for financial support shall, wherever possible, submit a budget to the Honorary Treasurer before the end of the financial year in order that he may incorporate such sums as Council may agree into the Institute's annual budget plans.

9 General Meetings

9.1 The Annual General Meeting shall be called Conference. At least three months' notice shall be given of the place and date, which shall be decided by the Council. The accidental omission to notify any Member of the intention to hold a meeting shall not invalidate the proceedings at such meeting.

9.2 Special General Meetings may be called for specified purposes on notice of at least 14 days being given to Members either in the official Journal of the Institute or by circular, provided that the accidental omission to notify any Member of the intention to hold a meeting shall not invalidate the proceedings at such meeting.

9.3 The President shall be ex-officio Chairman of Conference and of other General Meetings of the Institute. The President, the Vice-President, the Immediate Past President, the Chairman of the Professional Practices Board and the Honorary Treasurer when attending the Annual Conference and other General Meetings shall be entitled to receive from the Institute general fund their expenses as set out in S.O.17.1 plus an additional sum, to be decided from time to time by Council, for each further night involved in attendance at Conference or General Meeting.

9.4 Members, Regions, Divisions or Districts wishing to bring any question before the Annual Conference or other General Meeting shall give notice to Head Office of the Institute at least two months before the date of such conference or meeting. Not later than the closing date for the receipt of motions each year the Council shall appoint a Conference business sub-committee, the size and qualification for membership of which shall be determined annually by Council. The sub-committee shall have the responsibility for arranging the order of business at the Annual Conference or other General meeting and the authority to combine or modify any motions submitted when such action is deemed by the sub-committee to be conducive to the efficient and orderly transaction of the business. Any Member, Region, Division or District, aggrieved by any decision of the sub-committee affecting him or it, may appeal to the last meeting of the Council preceding the Annual Conference or other General Meeting or to the President if such meeting of the Council is earlier than three weeks after the date of availability to the Notices of Motion to Members of the Institute. If satisfied that the appeal is well founded the Council or President, as appropriate, shall order that the motion be debated in the form originally submitted or so modified as to satisfy the objections.

9.5 Where possible and appropriate, Regions and Divisions shall hold committee and/or general meetings, or otherwise communicate,

to decide on any motions they wish to submit, and to discuss their response to any matters on the published Conference agenda.

9.6 The Annual Report, Statement of Accounts and Notices of Motion shall be available to Members by circular, or by publication in the official Journal of the Institute, at least three weeks before the Annual Conference. The Council may, however, by a vote of not less than two-thirds of its members present and voting, submit to the Conference any matter of an urgent nature of which previous notice has not been given.

9.7 Emergency resolutions may also be submitted to the Conference at the discretion of the Chairman to whom the text of the motion, together with the reasons for its being recommended by the proposer for emergency consideration must first be submitted in writing.

10 Standing Orders: changes

10.1 Proposed amendments to Standing Orders must be submitted with the precise wording of the amendment. Any proposal to change Standing Orders not presented in this form may be debated as a matter of principle but the amendment shall not be adopted until presented, precisely worded, either at a later stage of Conference, with the permission of the Chairman, or at a subsequent Conference or General meeting.

10.2 When a Standing Order has been amended or its amendment has been rejected by Conference and/or Council, no further amendment to that Standing Order which would have the effect of altering the decision already taken may be put until the expiry of two years from the date of the original decision, except with the consent of Council.

11 Conference attendance and voting

11.1 Each person attending the Conference must take out a Conference certificate.

11.2 Each Member of the Institute may introduce to the Conference one guest who shall be at least 18 years of age. Additional guests may be allowed in special circumstances.

11.3 All Members (except Members of the Region hosting the Conference) shall pay a fee of an amount to be determined each year by the Council before their conference certificates are issued to them and a further fee of an amount to be determined each year by the Council for each guest. All such fees shall be remitted to the general fund of the Institute.

11.4 All Members shall be required to produce their Conference certificates as evidence of the right to vote in accordance with the provisions of S.O.7.11.

11.5 All duly qualified Fellows, Members and Trainee Members present at the Conference shall be entitled to vote and those duly qualified Fellows, Members and Trainee Members who are not present at the Conference shall be represented by delegates duly appointed by Regions, Divisions and Districts. By permission of the session chairman, Affiliates may speak, but may not vote on any motion.

11.6 Voting shall be by show of Conference certificates, but a postal ballot of all duly qualified Fellows, Members and Trainee Members of the Institute may thereafter be demanded by delegates, or their deputies, representing not fewer than seven Districts and/or Divisions. Such ballot shall be conducted by Head Office and shall be completed within three calendar months of the date on which it is demanded.

11.7 Every delegate and Member attending a session of the Conference shall, before the commencement of proceeding, sign his name and indicate against it his Region or Division and whether or not he is a delegate for his Region or Division, in a book provided for the purpose.

11.8 A committee of five Scrutineers shall be appointed by the Council at its last meeting before each Annual Conference and it shall be the duty of this committee to count votes and to decide all questions arising in regard to credentials or voting power.

12 Rules of debate

12.1 The rules of debate at the Annual Conference or any other General Meeting shall be as follows:

12.2 All speakers shall address the Chair and no question shall be put except through the Chairman.

12.3 No motion, whether moved by a Member, Region, Division or District, will be debated unless it is supported by another Member, Region, Division or District. Regions and their constituent Districts may not mutually support one another for this purpose. A motion moved by an individual Member shall not be debated unless supported by a Region, Division or District to which he does not belong, or another Member. In each case, support must be expressed immediately after the proposer and seconder have spoken.

12.4 The seconder of a motion or amendment may second formally and reserve the right to speak later in the debate.

12.5 Motions moved from the chair shall not require a seconder.

12.6 All amendments to motions should be submitted in writing to Head Office to arrive not later than ten days before the opening of the Annual Conference or General meeting. However, the chairman may accept other amendments at his discretion.

12.7 An amendment to a motion should be disposed of before any subsequent amendment is moved. If an amendment is carried the motion as amended shall become the substantive motion.

12.8 The proposer of a motion shall have the right to reply. No other Member, including the proposer of an amendment, shall speak more than once on the same question save by permission of the chairman or on a point of order or information.

12.9 The time allowed for speeches shall be decided by the chairman in the light of the extent and nature of the business to be transacted and shall be announced by him at the beginning of each item or session. In general, and when circumstances permit, the proposer and seconder of a motion or amendment shall be allowed ten minutes for his speech and each succeeding speaker shall be allowed five minutes.

12.10 The decision of the chairman on any point shall be final.

12.11 Any debate may be closed by a resolution "That the question be now put" being moved, seconded and carried, such resolution to be put to the meeting without debate, but no such motion shall be made without the consent of the chairman.

12.12 Any of these rules of debate may be suspended for a specific purpose on a motion to this effect being supported by at least two-thirds of those voting, but no such motion shall be put without the consent of the chairman.

13 Officers

13.1 There shall be a President; a Vice-President; an Honorary Treasurer, one or more Auditors/Independent Examiners of accounts; an Honorary Solicitor or Solicitors and other legal advisers, and a General Secretary assisted by such permanent and temporary staff as the Council may from time to time deem necessary.

13.2 When necessary, the Council shall arrange for a postal ballot of Members for the election of Honorary officers. The results of such ballot, or the returning unopposed of candidates for such offices, shall, where appropriate, be reported to the Conference. The President shall enter into office on the date of the first meeting of the Council in the following year and shall remain in office until the date of the first meeting of Council in the next but one following year. The Honorary Treasurer shall be appointed or confirmed in office by the Council at its first meeting of each year, if newly appointed shall enter into office at the close of such meeting and shall remain in office until the first meeting of Council in the next following year. The remaining Honorary officers shall enter into office on the date of the first meeting of the Council in the year following their election and shall remain in office until the date of the first meeting of the Council in the next following year. No national honorary office shall be held by one Member for a continuous period exceeding three years, save in the case of the President where the continuous period shall not exceed four years and the Honorary Treasurer where the maximum continuous period may be set or varied by Council.

13.3 Nominations for the office of Honorary Vice-President may be made by

the Council or any Region, Division or District or any Overseas branch or any Member in good standing and must be delivered to Head Office at least two months before the opening day of the Conference. Council may, at its discretion, fill any vacant posts for Honorary Vice-President subject to the limitations of S.O.13.2.

13.4 The Annual Conference may remit to Council the power of appointment to any office which, from any cause, is not filled by Conference. Until such appointment be made, the previous appointee shall continue in office.

13.5 Nominations for other elected Honorary officers may be made by the Council.

14 The President and Vice President

14.1.1 An election for the post of Vice President shall ordinarily occur every second year. Nominations for the post of Vice President shall be proposed and seconded by not fewer than five members of Institute.

14.1.2 Nominations shall be delivered to Head Office accompanied by the candidate's written undertaking to act, if elected, as Vice-President and subsequently as President in accordance with the provisions of subsection S.O.14.1.5 of this Order. Such nominations shall be delivered only between December 1 and December 31 although the Council is empowered to vary these dates in any year to satisfy the requirements of subsection S.O.14.1.4 of this Order.

14.1.3 Should more than one valid nomination be received, voting papers listing the names of all candidates shall be sent to all duly qualified Members and a postal ballot conducted among them to elect the Vice-President. The ballot shall be conducted on the principle of the single transferable vote.

14.1.4 Completed voting papers must be received by Head Office of the Institute not later than a date to be determined by the Council in each year, such date being not earlier than three weeks after the issue of voting papers. The votes shall be counted by scrutineers, the number and manner of appointment of whom shall be as directed by the

Council. The result of the ballot shall be declared not later than the date of the first Council meeting in each year.

14.1.5 The candidate elected shall assume the office of Vice-President forthwith and shall take office as President on the date of the first meeting of Council in the next but one following year.

14.1.6 If no nomination is delivered to Head Office by the due date, or such other date as may be determined by Council under subsection S.O.14.1.2 of this Order, the Council at its next meeting shall appoint the Vice-President for that year who shall take office as President in the next but one following year in accordance with subsection S.O.14.1.5 of this Order. The President and Vice-President shall serve both Chartered Institute and IoJ(TU).

14.2.1 The President, Vice-President and the Immediate Past President shall be ex officio members of all committees. Save as provided in subsection S.O.14.2.2 below and in S.O.61 the President's duties shall include representing the Institute on all public occasions whenever present, of giving or withholding his casting vote as he thinks fit at business meetings over which he presides in accordance with S.O.9.3 and ruling on any question of procedure or putting such matter to the vote as he thinks fit.

14.2.2 On all public and other occasions arranged by or concerned with matters under the control of the Professional Practices Board, the Institute shall be represented by the Board's chairman or some other member of it appointed by him.

15 The Council

15.1 The Council shall consist of the President, the Vice-President, the immediate Past-President, the Honorary Treasurer, the Chairman of the Professional Practices Board, the Chairman of the International Committee and the six elected and two co-opted representative members. Any members of the Council who are not members of the IoJ(TU) shall withdraw when trade union matters are being discussed.

15.2 All other Past-Presidents shall be entitled to attend and speak, but not

vote, at all Council meetings.

15.3 Chairmen of standing committees of the Institute, other than Council committees, may be invited to attend Council in order to act as liaison officers between their committees and the governing body. They shall be entitled to speak but not vote at such meetings.

15.4 No chairmanship of any Council or standing committee shall be held by one Member for a continuous period exceeding three years without the permission of Council.

15.5 No standing or Council sub-committee shall consist of more than five Members, including co-opted members but excluding ex-officio members, without the express permission of Council.

15.6 The Council shall meet at least six times annually. Additional meetings may at any time be called by the Council or by direction of the President. The Council shall decide the place and date of meetings, but the President shall have power to alter the arrangement shall necessity, in his opinion, have arisen.

15.7 A quorum shall consist of not fewer than one third of Council, to include at least 3 elected or co-opted members.

15.8 Full Minutes of Council Meetings shall be sent as soon as possible after each meeting to voting and non-voting members of Council (including Past Presidents) as well as to Divisional and Regional Chairmen and/or Hon. Secretaries (as appropriate), omitting to Regional and Divisional representatives only those matters which shall, at the sole discretion of the General Secretary, be regarded as confidential. In addition, edited summaries, prepared and/or authorised by the General Secretary, shall be published in the earliest possible edition of The Journal and on the Institute website.

16 Representation on Council

16.1 Six representative members shall be elected to Council by the members of the Institute. These members shall serve two year terms and shall be eligible for re-election at the expiry of their term, up to a maximum of

five consecutive terms.

16.2 Election of representative members shall ordinarily coincide with the election of the Vice President, as laid down under the provisions of S.O.14.

16.3 Nominations for the positions of representative members shall be proposed and seconded by members of the Institute who have been in good standing for a continuous period of no less than two years.

16.4 Nominations shall be delivered to Head Office accompanied by the candidate's written undertaking to act, if elected, as a representative member of Council.

16.5 Such nominations shall be delivered not later than 15 December in each year although the Council is empowered to vary this date in any year to satisfy the requirements of subsection S.O.16.7 of this Order.

16.6 Should more than six valid nominations be received, voting papers listing the names of all candidates shall be sent to all duly qualified Members and a postal ballot conducted among them to elect six representative members. Members shall be entitled to vote for up to six candidates.

16.7 Completed voting papers must be received by Head Office of the Institute not later than a date to be determined by the Council in each year, such date being not earlier than three weeks after the issue of voting papers. The votes shall be counted by scrutineers, the number and manner of appointment of whom shall be as directed by the Council. The result of the ballot shall be declared by the General Secretary in time for elected members to take office at the first Council meeting in the following year.

16.8 The six candidates securing the highest number of votes shall be declared elected and shall take up office at the first Council meeting of the year. They shall remain in office until the first meeting of Council in the next following year.

16.9 Should one or more candidates tie for the final remaining representative

member position, that position shall be determined by selection by the Council from the tying candidates.

16.10 Should a candidate, nominated for both Vice President and representative member positions, be successful in their candidacy for Vice President, their candidacy for representative member shall be declared void.

16.11 Council shall have the right to co-opt additional representative members up to the maximum established by S.O.15.1 including filling any vacancies, however caused. The term of any members so co-opted will expire on the same date as that for the elected members.

17 Councillors' expenses

17.1 All members of the Council (as defined in S.O.15.1) shall be entitled in respect of their attendance at Council meetings to receive from the General Fund reasonable travel expenses for the journeys involved, which in all cases shall be calculated from either the Member's home or office as appropriate.

17.2 In special circumstances the Council may at its absolute discretion increase this amount. Members required to stay away from home overnight, or whose return journey would end later than 9 pm may claim a sum not exceeding an amount to be determined from time to time by the Council for dinner. Members required to stay overnight shall also be entitled to receive per night a sum not exceeding an amount to be determined from time to time by the Council for a maximum of two nights to meet the cost of accommodation and breakfast.

17.3 Members of other committees of the Council attending meetings of those committees shall be entitled to receive the amount of the fare and expenses allowances as in subsection S.O.17.1, with the approval of the Council.

18 Power of the Council

18.1 The Council shall determine any question not provided for in the Bye-laws and Standing Orders.

19 Communications

19.1 As from 1st January 2015, the primary method of communication between Head Office and members shall be email or other electronic means agreed between Council, individual members and the General Secretary.

19.2 It shall be the responsibility of each member to provide a suitable email address to which official communications may be sent, and to notify Head Office as and when any changes occur in this address.

19.3 Exceptionally, members may opt to receive communications by regular postal mail, instead of or in addition to electronic communication. The Institute shall endeavour to ensure safe and prompt delivery of communications but shall not be responsible for any delay or failure to deliver.

20 Organisation

20.1 The General Secretary has authority over the staff employed on Institute matters but shall refer to the Council staff questions requiring a policy decision and shall have the other powers and duties allotted to him in these Standing Orders.

20.2 The Council places full control in the hands of the President, the Honorary Treasurer and the General Secretary to act in urgent matters on behalf of the Council between meetings.

Regions/Divisions/Districts

20.3.1 Members may form Regions and specialist Divisions. The Council may define and change the areas of Regions and may authorise the creation of new Regions and new Divisions at the request of any five or more members with common interests. The General Secretary shall be empowered, pending a meeting of Council, to declare any group of five or more Members a provisional Region or Division.

20.3.2 The Council shall have power to approve the rules and constitution of Divisions.

20.3.3 Members not attached to a Region or Division shall be placed on the Central Auxiliary List under the control of the Council.

21 International Division

21.1 The International Division committee shall consist of ten members elected by Council at the first Council meeting of the year.

21.2 Nominations for membership of the committee, together with the nominees' consents and a brief statement of their qualifications must reach Head Office at least fourteen days before the date fixed for the first meeting of the Council.

21.3 The committee shall elect its own Chairman at its first meeting after the first meeting of the Council in each year (subject to the provisions of S.O.15.3) and the Chairman shall be ex officio a member of and shall report to Council.

21.4 The committee shall be charged with maintaining and controlling the International Division comprising members of the Institute of whatever nationality who are resident overseas. The committee may also authorise the creation and regulation of overseas Chapters, and liaise with their officers and members, subject to ratification by Council.

21.5 Having satisfied the general requirements for admission to Membership or Affiliateship, an applicant who is either resident outside the United Kingdom or who is temporarily resident and working in the United Kingdom for media published or broadcast outside Britain or Ireland may be considered for membership of the International Division. If qualified, members of the International Division may also be attached to another Region or Division, on acceptance by the committee of the Region or Division concerned. Freelance journalists working in the United Kingdom and contributing to overseas publications are not eligible for membership of the International Division but may additionally be attached to it, subject to the approval of the International committee.

22 Education Committee

22.1 The Council, at its first meeting in each year, shall elect an Education

committee consisting of not more than five members of the Council. The Institute's nominees on the National Council for the Training of Journalists, who shall be elected or re-elected every three years, shall be ex-officio members of the committee, notwithstanding the provisions of S.O.17.3.

22.2 Nominations for membership of the Education committee, together with the nominees' consents, must reach Head Office at least fourteen days before the date fixed for the meeting of the Council. In the event of the nominations exceeding five, Head Office shall issue through the post to each member of the Council a ballot paper containing the names of the candidates, their year of entry into the Institute, any one office held in the Institute and their present position in journalism. The ballot papers shall be returnable not later than half an hour after the Council meeting opens. The votes shall be counted and the result certified by a committee of three scrutineers who are not candidates for election. Should the number of nominations be less than five, the Council may nominate as many as shall make up the maximum number.

22.3 The committee shall elect its own Chairman at its first meeting after the first meeting of Council in each year subject to the provisions of S.O.17.3. Three members of the committee shall comprise a quorum.

23 Region and Division Rules

23.1 Each Region shall have a Region committee consisting of the convenors of the Districts within the Region and all representative and ex-officio members of the Council who are members of the Region. At its first meeting in each year the Region committee shall elect from among its number a Region chairman and may appoint a vice-chairman, honorary secretary and honorary treasurer or, without making such appointments, may allocate specific duties to individual members of the committee. The committee shall also elect an honorary auditor or auditors, or independent examiner, who shall not be members of the committee. Retiring officers, including the chairman, shall be eligible for re-election.

23.2 In Regions not subdivided into Districts, the Region committee may also include not fewer than one and not more than five elected

representatives for each fifty Members in the Region. Such Regions shall be deemed to combine the functions of both Region and constituent Districts.

23.3 Subject to the provisions of S.O.16 and S.O.20, Divisions shall appoint officers and committees in accordance with the rules and constitutions of the Divisions.

23.4 The duties of Region and Division committees shall be as prescribed in the Charter, By-laws and Standing Orders and further as Council may from time to time prescribe.

23.5 The Council shall have power to make provision for the efficient and orderly conduct of the business of any Region or Division including, if necessary, the appointment or removal of any Officers and the reception, apportionment and disposal of funds.

24 Conference delegates' expenses

24.1 The Region or Division committee may pay from its funds all or part of the expenses incurred by its delegate(s) in attending the Annual Conference or other General meetings of the Institute.

25 Regional and Divisional accounts

25.1 The duties of the Region and Division committees shall include the keeping and rendering of accounts of income and expenditure relating to their funds which shall be maintained at a bank approved by the committee. Drafts on such accounts shall be made only with the joint signatures of at least two mandated members of the committee. Audited accounts shall be rendered annually and be submitted to Head Office not later than February 28 in respect of the accounting year ending on the preceding December 31.

26 Districts and Chapters

26.1 Each Region may establish in its area a District in any town, or group of adjacent towns, in which six or more Members are employed or reside.

26.2 Each District shall appoint a Convenor who shall call meetings as

occasion arises, keep a record of proceedings and inform the committee of the Region of matters which the District members wish to place before the Region.

26.3 Districts shall be subordinate to the Regions in which they are formed and instructions from Region committees shall be observed.

26.4 Districts should notify the Region of vacancies on newspapers and other opportunities for journalistic employment in their areas. They should also supply information required for the administration of unemployment benefit and the charitable funds of the Institute in their areas.

26.5 A meeting of each District shall be held at least once in every quarter.

26.6 Regions may establish, dissolve or re-establish Districts as occasion demands.

26.7 Regions and Districts, or in cases of urgency the General Secretary, may authorise the formation of Chapters in any office, or group of offices of one employer, where two or more non-employing Members work.

26.8 Each Chapter shall appoint a Convenor who shall call meetings when occasion arises, keep a record of proceedings and maintain contact with the convenors of the local District and Region as appropriate. Each Chapter may appoint such other officers as deemed necessary.

26.9 Regions and Districts may, at their discretion, make grants from their funds to Chapters in their areas.

27 Complaints (Change to Grievances)

27.1 Any person wishing to raise a professional grievance shall first do so with the General Secretary. If the member is dissatisfied with the response, he may appeal to the President who will raise the matter with Council.

27.2 Where a grievance is raised against another Member or Members, a written statement shall be provided before the committee considers the

matter.

27.3 If Council is unable to settle the grievance, or if in the opinion of the President there is no Region or Division committee competent to examine the grievance, the President shall nominate a sub-committee of three Past-Presidents who shall not be associated with the Region or Division in which the dispute arises and who shall have power to hear both parties and decide between them.

27.4 Where only one party to the dispute has initiated this procedure the sub-committee may invite the other party to participate.

27.5 With the consent of both parties the sub-committee may arbitrate in disputes between Members and non-members. Each party shall supply to the sub-committee, and to the other party, a written summary of his case with copies of any documents. If both parties agree and sign the respective summaries and documents as fairly representing the facts on each side, the sub-committee may give their decision on the evidence of the documents. Otherwise the sub-committee shall arrange a hearing for both parties and any witnesses they consider necessary. If they are unable to reconcile the parties at the hearing, the sub-committee shall give their award in writing.

27.6 The Council or any Region or Division committee may pay part or all of the necessary expenses of the sub-committee. They may authorise the sub-committee to incur expenses within such maximum limit as they may assign. The personal expenses of the parties shall be paid by themselves but the Council or Region or Division committee may, in special circumstances, pay part or all of such expenses.

27.7 Any Member of the Institute who declines to abide by the award of the sub-committee shall be reported to the Council who may deal with him under the Bye-laws and Standing Orders covering complaints against Members.

28 Discipline

28.1 Any person, or any Region or Division committee making complaint to the Council under Bye-law 26 of the Chartered Institute or under

the Standing Orders of the Chartered Institute or IoJ(TU) shall state the complaint in writing, addressed to the General Secretary of the Institute, giving particulars.

28.2 The General Secretary shall forward, by registered post, to the respondent Member a copy of the complaint not less than 21 days before the date of the meeting at which, in the usual course, the complaint would be submitted to the Council.

28.3 The respondent Member shall have the right to submit in writing a reply to the complaint.

28.4 The complaint and the reply (if any) shall be submitted to the first meeting of the Council following the date of receipt of the complaint by the General Secretary, provided that not less than 21 days shall then have elapsed since the copy of the complaint was sent to the respondent Member. At this meeting, and at any subsequent regular or special Council meeting dealing with the complaint, and notwithstanding any other Standing Order to the contrary, all members of Council, including Past-Presidents shall be invited to be present for the entire meeting, shall receive equal notice of the meeting and its Agenda, shall receive copies of all papers relevant to the complaint, shall be entitled to vote, and shall be entitled to receive reimbursement of their expenses at the scale laid down in Standing Order S.O.17.1.

28.5 The Council may decide to hear evidence in the matter and may direct that such evidence be given either personally or by statutory declaration.

28.6 In the case of evidence by statutory declaration being furnished by either party, a copy (see subsection S.O.28.7) of such evidence shall be sent by the General Secretary, not less than seven days before the meeting at which the evidence is to be submitted, to the other party who shall have the right to give evidence in the same form in reply.

28.7 The complaint, the reply thereto, statutory declarations in evidence and any other statement or document shall be supplied in duplicate to the General Secretary by the complainant and respondent.

28.8 When oral evidence is given, either party may question or cross question the witnesses.

28.9.1 Either or both parties may, by special leave of the Council be represented by counsel or attorney.

28.9.2 Not less than seven days' notice of any such leave granted to one party shall be given by the General Secretary to the other party.

28.10 The Council may require from any person or Region or Division making a complaint under Bye-law 26 the deposit of a sum sufficient to cover the cost of the inquiry, and the President, on the recommendation of the Council, may suspend any costly proceedings under this Order of Procedure, pending reference to the Council as to the requirement of security. When giving its decision upon the complaint, the Council may order the detention of all or part of the deposit in the funds of the Institute, or the return of all or part thereof.

28.11 The President shall be empowered to suspend any or all proceedings under this Order of Procedure pending reference thereupon to the next meeting of the Council.

28.12 The President may summon a special meeting of the Council to deal with any urgent matters arising upon any complaint or reference under this Order.

28.13 If either party fails to appear or, in the case of evidence by statutory declaration, fails to submit evidence, the Council may, nevertheless, proceed to consider and decide upon the complaint.

28.14 In the event of the complainant failing to appear or to produce, in the opinion of the Council, sufficient evidence in support of the complaint, the Council may give a certificate to that effect to the respondent Member. Such certificate shall be a bar to any further proceedings in respect of the same subject matter of complaint.

29 CIoJ charities [charitable assistance]

29.1 No claim or request for Welfare Fund benefits may be made by a member (in any class) in respect of a condition (medical or otherwise)

pre-existing at the time of that member joining the Institute, unless and until that member's continuous duration of membership exceeds five years.

29.2 The Trustees reserve the right absolutely to withhold assistance to any person or if already in receipt of assistance to change, adjust or withdraw it completely.

29.3 The Trustees shall take all reasonable steps to check and examine evidence of entitlement to any benefit including but not restricted to evidence of Institute membership, birth certificate, medical certificate, death certificate or financial documentation.

29.4 Assistance may be provided by loan, single grant or regular payments either for a fixed or an indeterminate period. The Trustees shall exercise particular care in the case of beneficiaries making repeated applications.

29.5 The Trustees shall have power to review any grant should the circumstances of the beneficiary undergo any substantial change.

29.6 All applications for assistance must be made in writing on the appropriate form supplied by the Head Office of the Institute.

29.7 Charities shall pay their own management expenses.

30 The Chartered Institute of Journalists' Welfare Fund

30.1 The Welfare Fund shall be governed by Trustees in accordance with the trust deed. Trustees shall meet no less than twice a year in physical presence. Three trustees shall form a quorum. A record of the meeting shall be held.

30.2 The Council, at its first meeting in each year, shall appoint a committee as set out in S.O. 30.3, to oversee the distribution of charitable assistance to members and/or their dependents in accordance with the Trust Deed of the Welfare Fund and these Standing Orders. The committee will consist of not more than eight Members, or Fellows, of the Institute in good standing and shall be charged with the responsibility for administration and exercising all such powers as they may deem

necessary for the purpose of carrying out the objects of the Welfare Fund. A quorum shall be two-thirds of the elected committee.

30.3 Nominations for membership of the committee, together with the nominees' consents, must reach the General Secretary by the 31st December. In the event of the number of nominations exceeding eight, the General Secretary shall issue to each member of Council, ahead of its first meeting in the following year, a ballot paper containing the names of the candidates, their year of entry into the Institute, any one office held in the Institute and their present position in journalism. The ballot paper shall be returnable not later than half an hour after the Council meeting being declared open. The votes shall be counted and the result certified by Council. Should the number of nominations be less than eight, the Council may nominate as many as shall make up the required number. Council may also nominate to fill any vacancy that occurs at any time.

30.4 At the first meeting of the committee following the first meeting of Council in each year, the committee shall elect its own Chairman and Honorary Treasurer (subject to the provisions of S.O.15.4).

30.5 The committee shall meet not less than quarterly to consider and deal with applications, grants and other financial matters. Proposal to support an application should be approved by no less than two-thirds of the committee, or two-thirds of attendees at any meeting so long as the meeting is quorate. All approved recommendations shall be submitted to the Trustees for payment. The Committee shall keep a written record of all decisions taken.

30.6 Payments including regular standing payments shall be made by cheque or bank transfer. Payments should be acknowledged by a receipt from the beneficiary. All payments will be authorised by two Trustees.

30.7 The President and Honorary Treasurer of the Institute for the time being shall be ex-officio members of the committee.

30.8 The Fund shall consist of investments and cash contributed by the Institute or by Members of the Institute or any other person or persons

by donation, subscription, legacy or otherwise.

30.9 The funds shall be held and managed by the Trustees in accordance with the terms of the Trust Deed and such resolutions that have been, or may be, passed by Annual Conference and the Council.

30.10 The Annual Accounts of the Welfare Fund shall be independently examined and presented to Council at its meeting immediately preceding the Annual General Meeting of the Institute.

30.11 The Charitable Objects shall be as set out in the Trust Deed of the Welfare Fund.

30.12 A child may be considered for financial assistance who is under 18 years of age and who is unable to receive support from his or her parents by reason of death or total incapacity of one or both parents and where the circumstances of a surviving parent require financial support.

30.13 A child may also be considered for assistance should one or both of his or her parents be temporarily unable by reason of health or other incapacity to provide support the child relies on.

30.14 Children shall be eligible for assistance from the Fund up to the age of 18 years. At the discretion of the committee, assistance may be given during any period of higher or further education beyond that age, or in any other special circumstances.

30.15 Child beneficiaries may reside either with the surviving parent, a foster parent, or in a home, school or orphanage approved by the committee.

30.16 Application for a grant for a child, or the continuance or extension of a grant, must be made by the surviving parent, nearest surviving relative or guardian until the age of maturity.

30.17 Applicants for pensions must have been in continuous membership for at least 10 years preceding the application and be of at least 65 years of age and demonstrate a need for such support.

30.18 Applications for pensions from members younger than 65 will be

considered if through some infirmity he or she has become incapacitated from earning a livelihood and are in necessitous circumstances.

30.2 Members of any class or any dependent of a deceased member may apply for relief in cases of indigence or distress.

31 Widows' Fund

31.1 Ceased existence as of 2006 AGM and amalgamated with the Benevolent Fund.

NOTE: Following a decison taken by the members of the Institute at the 2016, 2017, 2018 and 2019 AGMs, the Institute's Benevolent, Orphan and Pension funds were amalgamated into the Institute's new Welfare Fund.

32 Oak Hill and T P O'Connor Fund

32.1 The objects of the Oak Hill and T P O'Connor Fund are to assist journalists financially whether Members of the Institute or not who are sick aged or recuperating after illness. Contributions can be made towards medical treatment or to assist with general living expenses if in either case recipients are in poor and necessitous circumstances.

32.2 The Fund shall be administered by the Oak Hill and T P O'Connor committee which shall be elected annually by the Council and shall consist of five members, all of whom shall be Members of the Institute and three Trustees of the Fund ex officio (notwithstanding the provisions of S.O.15.3). Three members shall comprise a quorum. The committee shall elect its own Chairman at its first meeting after the first meeting of Council in each year subject to the provisions of S.O.15.3.

32.3 The committee shall be charged with making grants from and the raising of moneys for the Oak Hill and T P O'Connor Fund and shall report to each meeting of the Council.

32.4 Nominations for membership of the committee, together with the nominees' consents, must reach the General Secretary at least fourteen days before the date fixed for the first meeting of the Council in each year. In the event of the number of nominations exceeding five, the

General Secretary shall issue through the post to each member of the Council a ballot paper containing the name of the candidates, their year of entry into the Institute and their present position in journalism. The ballot paper shall be returnable not later than half an hour after the Council meeting opens. The votes shall be counted and the result certified by a committee of three scrutineers who are not candidates for the election. Should the number of nominations be less than five the Council may nominate as many as shall make up the maximum number.

32.5 The Fund shall pay its own management expenses.

33 Common Seal

33.1 The keys of one of the locks of the Common Seal of the Institute shall be held by the Treasurer for the time being and the keys of the other lock by the General Secretary of the Institute. They shall be jointly authorised to attach the Seal to any certificates or other documents which may require the Seal in order to give due effect to the resolutions of the Council or of any duly authorised committee. Provided that in the case of and during the continuance of any vacancy in the office of Treasurer or General Secretary, or in the case of and during the absence or incapacity of the Treasurer or General Secretary, the President or a member of the Council appointed by him in writing shall be authorised to act in such interval in respect of the Common Seal.

34 Certificates of membership

34.1 Certificates of membership of the Annual Conference or other General Meetings of the Institute may be issued as provided in Standing Orders.

35 National Emergency

35.1 If a state of national emergency or the reduction or total or partial failure of public or other services makes impossible the implementation of any provisions of these Standing Orders, then such provisions may be waived or amended provided that such waiver or amendment shall operate only for the period of such emergency reduction or failure and that the approval of a majority of the Council, obtained by any practicable means, is given to such waiver or amendment.

TRADE UNION ACTIVITIES

61 Professional Practices Board

61.1 There shall be a Professional Practices Board within the IoJ(TU) which shall be considered an executive and advisory committee, whose role is to work closely with and advise the IoJ(TU) General Secretary and be responsible for the management of all such matters as relate to Trade Union activity, including the remuneration, hours and working conditions of Members.

61.2 The Professional Practices Board shall be empowered on behalf of the IoJ(TU) to negotiate and conclude agreements on salaries and conditions of employment with any organisation which employs Members or any organisation representing such employers and having power to negotiate on their behalf.

61.3 The Professional Practices Board should consist of representatives of the various journalistic disciplines and occupations of Members, specifically employees of national newspapers and agencies, provincial newspapers and agencies, broadcasting and public relations, and freelances. These categories may be amended or added to at the discretion of the Professional Practices Board. Representatives shall be elected by the Members at the IoJ(TU) AGM from a list of candidates in accordance with the provisions of Standing Order 33. In the event of vacancies occurring between annual meetings, the Chairman and General Secretary may jointly co-opt suitable members to fill those vacancies bearing in mind the need for working experience in the areas of those occupations.

61.4 The Professional Practices Board shall normally confer by electronic communication but will meet at least once in each year, with other meetings as necessary at the discretion of the General Secretary and Chairman. At its first meeting in each year, the Board may elect from its own Members a Chairman and Vice Chairman. Between meetings of the Board the chairman and in his or her absence, the vice chairman,

shall be vested with the full powers of the Board to manage those affairs for which the Board is responsible, subject to the direction and approval of the Board. Members of the Board shall be entitled to receive payment of travelling expenses on the scale provided for and in accordance with the conditions set out in S.O.17.

61.5 There shall be time available at Conference for discussion of matters under the direction of the IoJ(TU) and the Professional Practices Board which shall be regarded as the annual meeting, unless otherwise arranged and the Board shall pay due regard to resolutions carried at such sessions which shall be open to all non-employing Members and at which the Chairman of the Board or, in his absence, a member of it elected at the session shall preside. Other Members may attend and speak at such sessions but not vote and may be excluded from attendance for the whole or any part of such sessions if the Chairman so directs or a resolution to this effect is supported by at least two-thirds of those voting. Members, Districts, Regions and Divisions wishing to bring any resolutions before this part of the Conference shall give notice to Head Office at least two months before the date of the meeting. Relevant questions may be raised at the meeting but ideally advance notice of at least two weeks should be given. Of the committee of scrutineers appointed by Council under S.O.11.8 at its last meeting before each Annual Conference, it shall be the duty of the non-employing scrutineer members to count votes and decide all questions arising in regard to the credentials or voting power at sessions held under the provisions of this Order.

61.6 The General Secretary shall act as Chief Executive Officer of the Professional Practices Board and of its Negotiating Committee.

61.7 The Chairman of the PPB will report to Council and regular reports of its activity will be conveyed to members through The Journal. An annual report of the PPB will accompany the annual accounts submitted to the IoJ(TU) membership.

62 Chapter organisation and industrial action

62.1 Chapters shall to the best of their abilities safeguard and further the interests of their Members in regard to salaries, conditions of employment and other matters of a domestic nature arising in their offices.

62.2 No industrial action shall be taken by any Member(s) without there first being a secret ballot of all Members likely to be affected by the dispute. Any such proposed action approved by secret ballot shall then be endorsed by the Council.

For the purposes of this Order, Council may delegate authority to the Professional Practices Board.

62.3 No executive action of any kind shall be taken by Chapters without reference to their local District or, in appropriate circumstances, local Region. When the urgency of a situation demands, reference may instead be made to the General Secretary. No Chapter shall conclude a house agreement unless a majority of its Members voting in a secret ballot has first approved the terms of such agreement. The procedure for conducting such ballots shall be as set out in the S.O.63. Further, no agreement shall be concluded before it has been submitted in its final terms to Head Office so that the national officers may advise the Chapter officers of any contravention of the IoJ(TU) policy or of any other matters they think it appropriate to draw to the attention of the negotiators.

63 IoJ(TU) ballots

63.1 Ballot papers

63.1.1 Each ballot paper shall carry an identifying stamp or seal of the IoJ(TU).

63.1.2 Ballot paper shall include a statement on the method of voting and that the Member shall not sign or make any other mark on the ballot paper nor insert anything else in the return envelope.

63.1.3 The paper shall also include a direction to the Member (if voting by post) as to where the envelope provided is to be sent and the date by which the envelope must reach its destination and (if not voting by post) where the envelope is to be placed.

63.2 Voting procedure

63.2.1 Voting shall be by secret ballot. No Member shall be entitled to more that one vote.

63.2.2 Members shall be allowed to vote without interference from or constraint imposed by the IoJ(TU) or any of its Members, officials or employees and, so far as is reasonably practicable, be enabled to do so without incurring any direct cost to himself.

63.2.3 So far as is reasonably practicable every Member entitled to vote shall be allowed:

- a fully postal vote (ballot paper sent and returned by post); or
- a semi-postal vote (ballot paper made available immediately before, immediately after or during working hours at the workplace or a more convenient place, then returned by post); or
- a workplace vote (ballot paper made available and a voting opportunity given immediately before, immediately after or during working hours at the workplace or a more convenient place).

63.2.4 The Professional Practices Board shall determine the date on which counting of votes will commence.

63.2.5 Notice shall be published in the official Journal of the IoJ(TU), or otherwise, that a ballot will take place on the question to be determined. The notice shall specify the question, the date by which ballot papers will be sent to Members given a fully postal vote, the date by which workplace ballots will be taken, the date by which ballot papers will be made available to Members given a semi-postal vote and the date by which ballot papers returned by post must reach Head Office.

63.3 Fully postal votes

63.3.1 Where Members are given a fully postal vote, ballot papers and postage-paid return envelopes (addressed to 'The Counting Officers,

IoJ(TU)', followed by the address of Head Office) shall be sent not less than three weeks before the date on which counting of votes will commence. The General Secretary shall ensure that returned envelopes are placed unopened in a locked receptacle and so retained until the time fixed for counting votes.

63.3.2 Where in any particular circumstances (whether because it was not originally intended that the Member should be given a fully postal vote or otherwise) it is not, or it is no longer, reasonably practicable for him to be sent a ballot paper and envelope by the date determined under S.O.63.2.4, a ballot paper and envelope shall be sent as soon as is reasonably practicable after that date so as to give a convenient opportunity to vote by post.

63.3.3 The name of each Member to whom a voting paper is sent shall be checked off or recorded in a list or other record of members.

63.4 Workplace votes

63.4.1 For each location to be used for voting, the Professional Practices Board shall appoint one chief scrutineer and at least one other scrutineer but wherever practicable two scrutineers to be in charge of the ballot.

63.4.2 The Professional Practices Board shall determine the date by which sufficient numbers of ballot papers and sealable envelopes shall be supplied to chief scrutineers, the date by which ballots shall be taken and the time or times and ballot locations for each workplace. A Member who cannot be given a workplace vote (whether because he is on holiday on the day or days when the workplace ballot is held, or otherwise) shall, so far as is reasonably practicable, be given a fully postal or semi-postal vote.

63.4.3 Where a Member is to be given a workplace vote a notice stating the time or times and place of the ballot shall be displayed for at least 14 days before the earliest time appointed for the ballot.

63.4.4 A separate room or part of a room shall be used for the ballot. The IoJ(TU) shall provide writing materials and a ballot box which shall be kept locked from the commencement of the ballot until the box is

opened. The chief scrutineer shall be responsible for the safe custody of the ballot box.

63.4.5 At least two scrutineers shall be present throughout the ballot, or one if less than three scrutineers have been appointed. No other person may be present in the room where a separate room is being used or the part of the room where a separate part of the room is being used during the ballot except Members who are voting.

63.4.6 Each Member given a workplace vote shall be handed a ballot paper and an envelope by a scrutineer. The scrutineer shall then check off or record the name of the Member in a list or other record of Members. The Member shall make his cross on the ballot paper secretly and shall not show his ballot paper to any person, but shall place it in the envelope, which he shall seal and place in the ballot box and immediately leave the room, or part of the room where a separate part of the room is being used. No person shall take any ballot paper out of the voting room and no paper shall be deposited in the ballot box other than ballot papers and envelope.

63.4.7 If a Member is physically incapacitated from voting in the manner prescribed, the scrutineer shall mark the ballot paper as directed by the Member and shall immediately place the ballot paper in the envelope, which he shall close and place in the ballot box.

63.4.8 At the conclusion of voting all unused ballot papers shall be destroyed by the chief scrutineer. The chief scrutineer shall then, in the presence of the other scrutineer or scrutineers, open the ballot box, remove the envelopes in it unopened and place them in one or more packets which he shall seal and immediately send to the counting officers at Head Office.

63.4.9 The General Secretary shall ensure that such sealed packets are placed unopened (as and when received) in a locked receptacle and are so retained until the time fixed for counting votes.

63.5 Semi-postal votes

63.5.1 The Professional Practices Board shall appoint ballot officers to

distribute ballot papers, either in respect of particular Members or in respect of a place or places where ballot papers are to be made available, or both.

63.5.2 Where any Members are given a semi-postal vote the Professional Practices Board shall determine the date by which ballot papers shall be supplied to the ballot officers, the date by which ballot papers shall be handed out or made available, which shall be not less than 3 weeks before the date on which the counting of votes will commence, and the time or times and place at which ballot papers shall be made available to each Member.

63.5.3 The Professional Practices Board shall ensure that, by the appropriate date, each ballot officer is supplied with a sufficient number of ballot papers and sealable, postage-paid envelopes, the latter carrying the words 'ballot paper' and addressed to 'The Counting Officers, IoJ(TU)' followed by the address of Head Office.

63.5.4 Each Member given a semi-postal vote shall, by the date determined under S.O.63.5.2, either be handed a ballot paper and envelope by a ballot officer or a person acting under a ballot officer's supervision, or have a ballot paper and envelope made available to him immediately before, immediately after or during his working hours.

63.5.5 Where in particular circumstances it is not or is no longer reasonably practicable for a ballot paper and envelope to be handed or made available to a Member by the date determined under S.O.63.5.2, a ballot paper and envelope shall be provided as soon as is reasonably practicable after that date, to give a convenient opportunity to vote by post.

63.5.6 So far as is reasonably practicable, every Member given a semi-postal vote who is not handed his ballot paper shall be informed of the time or times and place at which his ballot paper will be made available to him.

63.5.7 At every place where ballot papers are to be made available to Members, a notice stating the time or times and place at which ballot papers and envelopes will be made available shall be displayed for at least 14 days before the earliest time appointed for the making available

of ballot papers and envelopes.

63.5..8 Each Member given a semi-postal vote who is not handed a ballot paper shall, on presenting himself at the appropriate place and time, be entitled to collect a ballot paper and envelope, Either the ballot officer or the person acting under his supervision shall be present when ballot papers and envelopes are made available for collection.

63.5.9 When a ballot paper and envelope are handed out or collected, the ballot officer or person acting under his supervision shall check off or record the name of the Member receiving the ballot paper and envelope in a list or other record of members.

63.5.10 Semi-postal ballot papers must be returned by post, duly marked, in the envelopes provided, to arrive at Head Office before the date on which counting of votes is to commence.

63.5.11 The General Secretary shall ensure that such envelopes are placed unopened in a locked receptacle and so retained until the time fixed for counting votes.

63.5.12 The ballot officer shall destroy all ballot papers supplied to him which have not been handed out or collected.

63.6 Counting of ballots

63.6.1 The Professional Practices Board shall appoint three persons who are not Members of the Professional Practices Board to be counting officers who, at the date and time appointed for the counting of votes, shall supervise the destruction of any ballot papers at Head Office which have not been used for voting, the opening of the packets and envelopes received under Standing Orders 63.3, 63.4 and 63.5 and the counting of votes.

63.6.2 No persons shall be present at the count other than the counting officers, those acting under their supervision, the General Secretary and as many members of the Professional Practices Board as desire to attend.

63.6.3 The counting officers or a majority of them shall decide whether any

ballot paper shall be rejected as being invalid and shall immediately separate any such ballot paper and mark it 'rejected'.

63.7 As soon as practicable after the ballot the General Secretary shall take such steps as are reasonably necessary to ensure that all persons entitled to vote in the ballot on the question to be determined are informed of the number of votes cast, the number of votes rejected, and the number of votes given for and against the question(s) to be determined or (where the ballot was conducted to determine an election) the number of votes cast for each candidate.

63.8 The Professional Practices Board shall ensure that counted and rejected ballot papers and lists or other records of Members used for the ballot are kept available for at least 12 months.

CODE OF CONDUCT

What do we expect of our Members

Professional journalists want to sign up to, and be held to, high standards in the way they work.

The CIoJ expects all its members to adhere to the following Code of Conduct. We expect all our members to agree to be bound by these rules.

These incorporate the Editor's Code of Conduct, which many staff journalists sign as part of their contract.

Editors' Code of Practice

There is also a responsibility by Members to maintain vigilance over the Code and if any member fails to meet these standards they can follow the complaints procedure.

CIoJ Code of Conduct

All members of the Chartered Institute of Journalists (CIoJ) are required to read and abide by this Code of Conduct.

It covers all editorial staff by guiding them on conduct which befits membership of this professional body. Any member who is involved in allegations of professional misconduct and fails to demonstrate that his or her actions complied with this Code may be asked to resign and hand back their Press Card.

Publication refers to all work that is undertaken by editorial staff, during the course of their professional duties, regardless of the means of dissemination or their status as contract, freelance, contributors or staff. Specifically this excludes private correspondence but includes contributions made in online activities.

As a member:

1. You have a duty to maintain the highest professional standards of accuracy and clearly distinguish between fact, conjecture or opinion in all your work.

2. You will comply with the Editors' Code of Practice. You will co-operate

fully with any enquiry held by the Independent Press Complaints Organisation (IPSO) except where sources are compromised, and, subject to any legal advice you may receive.

3. You will behave in a transparent way. This will include declaring your professional status in any publication in which you operate. You are not required to maintain the same professional name, but must seek not to practise deception on the reader or viewer at any time.

4. If a factual inaccuracy is discovered in your work, you will seek to have it corrected at the first available opportunity, in the same format of publication, and with due prominence so that similar readership will be aware of the correction.

5. You will not request or accept payment for the publication of editorial matter under whatever guise, which compromise your editorial independence.

6. You will not accept money, or any other inducement whatsoever, to manipulate editorial comment unless it is clearly identified.

7. You will maintain the confidences you agreed with any contributors.

8. You will respect the work of other media professionals and will not seek to undermine exclusive stories submitted by freelance contributors.

9. You will check sources and understand that previously published material may not always have been created using the exacting standards of a professional journalist and will independently seek to verify that the information is accurate.

10. You will defend the principles of a free press and freedom of speech and will do nothing to damage these principles.

11. You should recognise that there is more than one side to any subject, and that responsible reporting is clear about what it omits, as well as what it includes in order to communicate the complexity of the human condition and experience.

12. You should be able to compensate sources of any kind in proportion to the public interest value of their information and the risks they are undertaking.