

The Institute of Science & Technology Mission, Goals, Conduct and By-laws

July 2008

MISSION STATEMENT

The Institute of Science Technology exists to promote and enhance the professional status and development of technical staff by formal recognition of their skills and qualifications. Its position as the leading professional body for all technical staff will be maintained by a total commitment to quality in training and qualifications.

GOALS

Core Goals

1. The IST will set standards for members of the profession.
2. The IST will maintain a code of practice for members of the profession.
3. The IST will maintain a register of competent members of the profession.
4. The IST will distribute information on science and technology using all available media.
5. The IST will organise events to encourage safe and professional practices, develop skills and promote awareness of new developments in science and technology.
6. The IST will fund travel scholarships for projects which promote national and international awareness of the benefits of science and technology.
7. The IST will award prizes in recognition of outstanding achievement in science and technology.

Qualifications and standards

8. The IST will contribute to national and international initiatives to develop and maintain occupational standards in science and technology.
9. The IST will provide training and assessment material to support national occupational standards and qualifications in science and technology.
10. The IST will ensure that members of the profession are made aware of currently available nationally recognised standards and qualifications in science and technology.

Education and training

11. The IST will advise individuals, employers and organisations on training requirements for science and technology.
12. The IST will award qualifications in science and technology.

Professional development

13. The IST will maintain a system for monitoring and recording the continuing professional development of its members.

The IST itself

14. The IST will promote itself, its attributes and its services.
15. The IST will maintain a rolling review of its own internal administration, personnel procedures and working practices.



16. The IST will monitor and review its business plan annually to take account of new developments and to ensure the effectiveness of the Institute in securing a service to its members.

CODE OF PRACTICE

As a professional body, the Institute of Science & Technology expects its members to reflect the standards of the Institute and of the profession.

Corporate members of the Institute are expected to:

1. Maintain a professional approach to their work by ensuring that high standards are consistently achieved in accordance with good laboratory practice.
2. Be responsible for their own work and for the work of subordinates.
3. Ensure that all aspects of safety legislation and safety regulations are followed in those areas of work for which they are responsible.
4. Maintain an awareness of new developments and procedures and to implement their use, as appropriate, to ensure continuation of the highest professional standards.

Supervisory staff, in addition:

5. Recognise that, as supervisors, they are responsible for maintaining effective communication within the workplace.
6. Train and encourage subordinate staff to be efficient in their duties; to develop their careers and job satisfaction.
7. Familiarise themselves with their employers procedures for the counselling, discipline and control of staff.
8. Observe standards of fairness and integrity when dealing with staff.

BY-LAWS

1. Name of the Institute

The name of the institute shall be the Institute of Science and Technology (hereinafter called the Institute).

2. Objects of the Institute

The objects for which the Institute is established are:-

To advance the knowledge of science and technology by all means and to promote the professional standing, efficiency and usefulness of its membership for that purpose:

to conduct examinations and grant certificates and diplomas;

to form a library of books, works, manuscripts and films;

to arrange lectures and discussions;

to exhibit apparatus and demonstrate procedures;

to print, publish, illustrate, translate, sell, lend or distribute any information relating to the objects or proceedings of the Institute;

to make available support material and services.

3. Register

A register shall be kept containing the name of each member of the Institute. A second register of corporate members who have further approved post qualification experience shall also be



kept. Such corporate members will be entitled to use the designatory letters as prescribed by the Executive.

4. Subscriptions

The Executive shall be empowered to determine the subscription rates for each grade of membership.

5. Grades of Membership

The full corporate members of the Institute shall consist of the President, Vice-Presidents, Fellows and Members. The corporate members shall be the Associates and the non-corporate members shall be the Affiliates.

Definitions used in the by-laws

- a. Words that only impart the masculine gender shall include the feminine gender.
- b. Words that only impart the singular number shall include the plural and vice versa.
- c. For the purpose of the foregoing by-laws where members are referred to as being in good standing it shall be taken to mean all members of the Institute whose current subscription is not in arrears.
- d. Written communication includes communication by email.

6. Fellows

Fellowship shall be by election, in accordance with the regulations laid down by the Executive.

7. Members

The grade of full corporate member may be awarded to an applicant who holds an approved qualification or meets such other criteria as may be required.

8. Associates

The corporate grade of associate may be awarded to an applicant who has passed an approved examination or meets such other criteria as may be required.

9. Affiliates

An applicant who wishes to be affiliated with the Institute may be admitted to the grade of affiliate. Such applicants should be employed in or be contributing to science or technology.

10. Membership (General)

- a. Application for membership by a new member or a lapsed member of the Institute, shall be made on a form obtainable from the Registered Office.
- b. Membership shall be granted by the Executive; this decision will be final.
- c. When an application has been accepted by the Executive the applicant will be notified; when his subscription has been paid his name will be added to the Register. Subscriptions must be paid with one month of notification.
- d. Annual subscriptions become due on 1st January in each financial year and must be paid within three months of that date. The subscription of new members becomes due according to their date of joining.
- e. The names of members not in good standing will be removed from the Register.
- f. Diplomas and certificates of membership are awarded to members subject to the condition that they remain the property of the Institute. Completion by a member of the prescribed form



of acceptance of the said diplomas and certificates is deemed to imply acceptance of this by-law.

g. Certificates of success in examinations conducted by the Institute are awarded to the candidate in perpetuity.

11. Responsibilities of members

Every member of the Institute shall:

- a. observe the provision of all the by-laws, rules and regulations of the Institute which are currently in force;
- b. pay and make good to the Institute any loss or damage which the Institute may sustain through any wilful act or default of such members or a breach of any provision of any by-law or regulation of the Institute.

12. Privileges of members

a. President and Vice-Presidents:

- i. to have one vote on each issue at general meetings
- ii. to nominate candidates for the Executive;
- iii. to vote in the ballot for election of the Executive;
- iv. to receive all routine publications of the Institute;
- v. to enjoy such other privileges as may be determined by the Executive;

b. Fellows:

- i. to receive a diploma of fellowship;
- ii. to use the letters FIScT;
- iii. to have one vote on each issue at general meetings;
- iv. to nominate candidates for the Executive;
- v. to stand for the Executive if nominated;
- vi. to vote in the ballot for election of the Executive;
- vii. to receive all routine publications of the Institute;
- viii. to enjoy such other privileges as may be determined by the Executive.

c. Members:

- i. to receive a diploma of membership;
- ii. to use the letter MIScT;
- iii. to have one vote on each issue at general meetings;
- iv. to nominate candidates for the Executive;
- v. to stand for the Executive if nominated;
- vi. to vote in the ballot for election of the Executive;
- vii. to receive all routine publications of the Institute;
- viii. to enjoy such other privileges as may be determined by the Executive.

d. Associates:

- i. to receive a certificate of associate membership;
- ii. to use the letters Assoc.IScT;
- iii. to have one vote on each issue at general meetings;
- iv. to receive all routine publications of the Institute;
- v. to enjoy such other privileges as may be determined by the Executive.

e. Affiliates:

- i. to use the title in full, orally or in writing, but without the right to use an abbreviated title;
- ii. to attend all general meetings but without the right to vote;
- iii. to enjoy such other privileges as may be determined by the Executive.



13. Abbreviated Titles

No person shall adopt or describe himself by any description or abbreviation other than is provided in these by-laws.

14. Professional Conduct

a. Members must undertake to uphold the dignity and welfare of the Institute and to observe its constitution and by-laws.

b. No member of the Institute shall enter into any contract or pledge the credit of the Institute or represent or hold out that he has the power to do so without specific written instructions from the Executive.

15. The Executive

a. The business of the Institute shall be managed by the Executive.

b. The Executive shall have sole control in all matters relating to the management and organisation of the Institute.

c. The Executive shall consist of:

i. the President;

ii. six elected members.

d. The President shall hold office for a term of three years. The retiring President is eligible for re-election.

e. The members of the Executive shall be elected by postal ballot, for a term of three years, with two members retiring in rotation. Retiring members are eligible for re-election. In the event of a member of the Executive ceasing to hold office before completing his three year term, the unsuccessful candidate with the highest number of votes at the election shall be elected to complete that part of the term of office remaining. The postal ballot shall be conducted in such manner as the Executive shall direct but as far as possible in accordance with the following. Any fellow or member provided that he is in good standing may be nominated by any full corporate member of the Institute to serve on the Executive and such nominations shall be submitted on the official form which is obtainable from the registered office. The closing date for the receipt of nominations shall be 1st March each year. Should the ballot result in a tie for the lowest qualifying seat(s) on the Executive the successful candidate(s) shall be determined by lot conducted at the annual general meeting.

f. Should any error or omission occur in the ballot paper or the ballot procedure that the Executive considers to be prejudicial to the interest of any candidates standing for election then the Executive shall declare the said ballot null and void and shall conduct a fresh ballot.

g. The Executive may set up sub-committees with such powers and duties as the Executive considers advisable.

h. A member of the Executive shall cease to hold office if:

i. he gives notice that he resigns;

ii. he ceases to be a member of the Institute;

iii. his attendance at the Executive is not satisfactory without valid reason;

iv. he is guilty of any conduct which in the opinion of the Executive is prejudicial to the interests of the Institute.

i. The Executive shall have the power to co-opt, provided that the number of co-opted members does not exceed two.

j. A retiring member of the Executive shall be eligible for re-election subject to his giving notice not later than the latest date for nominations under by-law 15(e) of his intention to submit himself for re-election. Such notice shall be in writing and on receipt of which he will be deemed nominated pursuant to the said by-law.



k. The President and all elected members of the Executive shall constitute the Board of Management of the Institute of Science and Technology Limited.

l. All services on the Executive shall be honorary without remuneration.

16. Officers

There shall be a president, chairman, secretary, treasurer, education officer, marketing/media officer and one other officer.

a. The President:

- i. to lead and guide the Institute;
- ii. to take the chair at every meeting when present and to enforce the bylaws at such meetings;

b. The Vice-Presidents:

- i. to support the aims and objects of the Institute;
- ii. and, if invited by the President, become a member of a Presidential Advisory Group(s).

c. The Chairman:

- i. to take the chair at all meetings in the absence of the President and to enforce the by-laws at such meetings;
- ii. to co-ordinate the work of the Institute;
- iii. to present an annual report to the membership.

d. The Secretary:

- i. to perform such duties as the Executive shall determine.
- ii. to maintain the official records of the Institute
- iii. to ensure that the Institute complies with all its legislative requirements

e. The Treasurer:

- i. to control expenditure on behalf of the Executive;
- ii. to be responsible for keeping accounts of all monies received and expended;
- iii. to give a financial report to the Executive;
- iv. to arrange an annual audit for the purpose of presenting a financial statement to the membership;
- v. to raise funds for any special purposes;
- vi. to supervise any investments of the Institute as instructed by the Executive;
- vii. otherwise to perform the duties of his office as required by the Executive.

f. The Education Officer:

- i. to be responsible to the Executive for the arrangement of examinations and the appointment of examiners;
- ii. otherwise to perform the duties of his office as required by the Executive.

g. The Marketing/Media Officer

- i. to be responsible for the publications of the Institute;
- ii. to act as press officer for the Institute;
- iii. to promote the Institute and its prizes;
- iv. otherwise to perform the duties of his office as required by the Executive.

h. Officer without portfolio

- i. to perform such duties appropriate to his appointment as determined by the Executive.



17. Management

- a. The Executive shall meet at least twice yearly, subject to practicability, and three members, excluding the President, shall constitute a quorum.
- b. The Executive may act regardless of any vacancy in their number but if the Executive shall at any time be reduced in number less than four, including the President, it shall only be lawful for them to act as an Executive for no other purpose than filling vacancies or for calling a general meeting.
- c. The business of the Institute shall be managed by the Executive who are empowered to exercise all duties except those that are required by the by-laws to be exercised or carried out by the Institute in a general meeting. It is further provided that no regulation made by the Institute in a general meeting shall invalidate any prior act by the Executive which would have been valid but for the new regulation so made by the Institute in a general meeting.
- d. The Executive may at any time form or appoint committees co-opted to advise on any particular matter. The Executive shall delegate power to such committees, whose authority will be limited in time.

18. Finance

- a. The funds of the Institute may be used by the Executive to meet expenditure incurred in furthering the Objects of the Institute as laid down in by-law 2 and for the general management of the Institute.
- b. The Treasurer shall be responsible for the funds of the Institute in the manner laid down under duties of his office by-law 16(d).
- c. Authority to sign cheques to meet any expenditure approved by the Executive shall be vested in the Treasurer and one of two individuals elected annually by the Executive for this purpose.
- d. Cheques issued on behalf of the Institute must be signed by any two of the three members authorised in by-law 18(c) provided that one is an executive member.
- e. The financial year shall commence on 1st January.

19. Annual General Meeting

- a. The annual general meeting of the Institute shall be held by the end of May of each year.
- b. The quorum at the annual general meeting of the Institute shall be the number of elected members of the Executive present at the meeting plus four full corporate or corporate members, providing that the quorate number is not less than ten.
- c. Each fellow, member and associate shall have one vote on each issue.
- d. In the case of an equality of votes the chairman of the meeting shall have a casting vote.
- e. Affiliates are not eligible to vote at general meetings.
- f. Voting at a general meeting shall be by a show of hands unless the chairman of the meeting directs otherwise.
- g. If required, two tellers shall be appointed by the chairman at the beginning of each meeting.
- h. The agenda for the annual general meeting shall be distributed to all members at least twenty-one days prior to the meeting.
- i. Full corporate or corporate members unable to attend an annual general meeting may, if they so wish, indicate their vote on any specific resolution on the agenda. Such indication must be made in writing and returned to the Registered Office not later than seven days before the meeting.
- j. No resolution shall be passed at an annual general meeting except with regard to business on the agenda. Any eligible member supported by one seconder or any branch desiring to submit a resolution for inclusion on the agenda shall give notice of such a resolution in writing to the registered office to arrive not later than 1st March.



k. No business shall be discussed at an annual general meeting or an extraordinary general meeting unless it has been previously communicated to the Registered Office by notice in writing. However this by-law shall not apply to any business that the Executive shall at any time authorise to be placed on the agenda of any annual general meeting or extraordinary general meeting.

l. When notice of any motion appears on the agenda of an annual general meeting or extraordinary general meeting no amendments other than a drafting amendment of the motion shall be moved.

20. Extraordinary General Meeting

a. An extraordinary general meeting shall be called on the demand of not less than twenty full corporate members.

b. This demand must be made in writing to the Registered Office giving the reasons therefore. Such a meeting shall be held within twenty-eight days and all members shall be given a fourteen days notice in writing of the meeting. At any extraordinary general meeting twenty full corporate and corporate members shall constitute a quorum.

c. Copies of resolutions, which it is desired to submit to the extraordinary general meeting, shall be sent to the Registered Office at the same time as the demand for such meeting. All voting at the extraordinary general meeting shall be in accordance with the by-law governing the annual general meeting.

d. The chairman may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than that left unfinished from the meeting at which the adjournment took place.

21. Branches

a. Upon receipt of a request to that effect from not less than ten members in any district, the Executive, at its discretion, may create a branch of the Institute in that district to further the Objects of the Institute by holding meetings or otherwise. The Executive shall have the power to dissolve a branch at any time.

b. Each branch shall be constituted and its affairs shall be carried out according to these by-laws and to the rules and regulations approved by the Executive. A branch shall in all things be subject to the Executive. All honorary officers and other members of any branch committee shall be elected by members of the branch from members of the Institute.

c. A branch shall be governed by such rules as may be deemed necessary subject to the approval and ratification of these rules by the Executive.

d. Official recognition shall not be given to a branch until its rules have been so ratified.

e. Membership of a branch shall be open to all members of the Institute.

f. The Executive may contribute towards the formation and maintenance of a branch from the general funds of the Institute. The branch shall present its accounts annually to the Executive and otherwise as the Executive may require.

g. If a branch is disbanded, for any reason, all monies administered on behalf of the Institute or the branch shall be returned forthwith to the treasurer of the Institute. In the cases where a branch structure is modified or branches amalgamated then such funds administered on behalf of the branches concerned shall be administered by the new branch.

h. A branch shall not without the express authority of the Executive discuss with an outside body any matter of professional conduct or status.



22. Overseas Affiliation

Affiliation to the Institute of Science and Technology may be granted by the Executive on request from an overseas group.

- a. Members of such an affiliated group shall be in all things subject to the control of the Executive, its code of practice and the letter of agreement.
- b. Such affiliated groups shall pay an annual affiliation fee to The Institute of Science and Technology. On payment of such a fee the group may then use the I.S.T. logo accompanied by the words "affiliated to".
- c. Members of the group who are fully paid up members of the Institute of Science and Technology will have the privileges of membership as stated in by-law 12b, c or d. and can use the appropriate designatory letters after their name.
- d. Members of the group who are not members of the Institute will become affiliates of the Institute of Science and Technology and have the privileges as stated under by-law 12e but may not use any designatory letters after their name.
- e. On the breach of any terms of the agreement or failure to uphold the good name of the Institute of Science and Technology, the Executive shall have the authority to revoke any contract and withdraw affiliation status.

23. Registered Corporations

A company, organisation or registered centre may be admitted as a Registered Corporation. Such a Registered Corporation shall receive a certificate of admission.

24. Special Interest Groups

- a. Upon receipt of a request to that effect from not less than ten members, the Executive at its discretion may create a special interest group of the Institute to further the Objects of the Institute by holding meetings or otherwise. The Executive shall have powers to dissolve a special interest group at any time.
- b. Each special interest group, hereinafter referred to as the group, shall be constituted and its affairs shall be carried out according to these by-laws and to the rules and regulations approved by the Executive. A group shall be in all things subject to the Executive. All honorary officers and other members of any group committee shall be elected by members of the group from members of the Institute.
- c. The group shall be governed by such rules as may be deemed necessary subject to the approval and ratification of these rules by the Executive.
- d. Official recognition shall not be given to a group until its rules have been so ratified.
- e. Membership of the group shall be open to all members of the Institute.
- f. The Executive may contribute towards the formation and maintenance of the group from the general funds of the Institute. The group shall present its accounts annually to the Executive and otherwise as the Executive may require.
- g. If the group is disbanded, for any reason all monies administered on behalf of the Institute or the group shall be returned forthwith to the treasurer of the Institute. In the cases where the structure of the group is modified or groups amalgamated then such funds administered on behalf of the groups concerned shall be administered by the new group.
- h. The group shall not without express authority of the Executive discuss with an outside body any matter of professional conduct or status.

25. Auditors

The Executive may annually appoint auditors and shall be responsible for the publication of an audited statement of accounts to satisfy any statutory requirements.



26. Disciplinary Action

The Executive shall have the authority to invoke the disciplinary procedure for any Member of the Institute whose conduct is alleged to be prejudicial to the well-being of the Institute. The Executive shall have the power to expel a member.

27. Alteration to By-laws

a. Alterations to these by-laws can only be made at an annual general meeting or at an extraordinary general meeting called for this purpose. Any eligible member supported by two seconders or any branch or the Executive desiring to submit a motion proposing changes in a by-law shall give notice of such a motion in writing specifying the changes proposed to the Registered Office to arrive not later than 1st March. The Executive shall be empowered to call an extraordinary general meeting for the purpose of making alterations to the by-laws. Fourteen days notice of the proposed alteration must be given to members.

b. A simple majority must carry any alterations to the by-laws.

