

Institution of Lighting Professionals
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BYE-LAWS

Byelaws of the Institution of Lighting Professionals 10 September 2014

These byelaws are complementary to the Articles of Association of the Institution and comprise two parts:-

Part One – Governance
Part Two – Membership

The byelaws have been approved by the Council of the Institution and may be amended by the Council from time to time as deemed appropriate and necessary for the good governance of the Institution and the regulation of its membership.

PART ONE – GOVERNANCE

1. The Council

The Council of the Institution shall comprise the following:-

- Senior Vice President - Chairman
- Executive Board - Ex Officio
- The Vice Presidents - Being all Vice Presidents as may be defined by the Executive Board.
- Regional Councillors - One for each Region of the Institution
- Young Lighting Professionals – One representative.
- Co-optees - Any person or persons whom the Council may deem suitable to serve the Council for a period of time to be determined by the Council.

The composition of the Council may be altered at any time by common resolution of its membership and in consultation with the Executive Board.

2. Disqualification of Members of Council

The office of a member of the Council shall be vacated:

- 2.1 if by notice in writing he resigns such office;
- 2.2 if being a member he ceases to be a member of the Institution
- 2.3 if he is, or may be, suffering from a mental disorder and either:
 - (1) he is admitted to hospital in pursuance of an application for admission for treatment under the Mental Health Act 1983 or in Scotland and application or admission under the Mental Health (Scotland) Act 1984; or
 - (2) An order is made by a Court having jurisdiction (whether in the United Kingdom or elsewhere) in matters concerning mental disorder for his detention or for the appointment of a Receiver, Curator Bonis or other person to exercise powers with respect to his property or affairs.
- 2.4 if he becomes bankrupt, or suspends payment to or compounds with his creditors;
- 2.5 if he is, without reasonable excuse, absent from three consecutive meetings of the Council and the Council resolves that his office be vacated;
- 2.6 if he dies; or
- 2.7 if he shall be convicted of any criminal offence (except a minor road traffic offence) or shall engage in any conduct likely to bring the Council or the Institution into disrepute or conduct in breach of the Code of Conduct.

3. Election and Rotation of Members of the Council

- 3.1 Executive Board as defined in Article 27 comprises the President, Immediate Past President, Senior Vice President, Honorary Treasurer, Assistant Honorary Treasurer and Chief Executive (non voting).
- 3.2 In each year, at a time to be determined by the Executive Board, every Vice President, the Honorary Treasurer and the Assistant Honorary Treasurer shall be invited to give written notice of their wish to be nominated to the posts of Senior Vice President, Honorary Treasurer or Assistant Honorary Treasurer.
- 3.3 Upon receipt of such enquiries, the Immediate Past President shall convene and chair a meeting of the Executive Board and Past Presidents (being the five Past Presidents still living and willing and able to act whose term of office as President shall have expired most recently prior to that of the current Immediate Past President) to consider enquiries so received.
- 3.4 In the event of one valid and eligible nomination being received for the posts of Senior Vice President, Honorary Treasurer or Assistant Honorary Treasurer then such nominees shall take up their appointment at the end of the next following Annual General Meeting.
- 3.5 In the event that more than one valid and eligible nomination is received for the posts of Senior Vice President, Honorary Treasurer or Assistant Honorary Treasurer then the Chief Executive shall proceed to carry out a postal ballot of all subscribed members of the Institution stating the names of the nominees for the relevant office for return to the requested office of the Institution by a date to be determined by the Executive Board. The returned ballot papers shall be opened and examined by the Institution's appointed scrutineers. The successful candidate shall be the candidate scoring the greatest number of votes in the postal ballot. In the case of an equality of votes, the matter shall be settled at the Annual General Meeting at which the appointments are to take effect shall determine.
- 3.6 The number of votes given for each candidate shall not be disclosed unless so resolved by a Resolution of the Institution in General Meeting.
- 3.7 The accidental omission to send a ballot paper to any member or the non-receipt of such ballot paper by any member shall not invalidate any election.
- 3.8 The Vice Presidents. There may be any number of Vice Presidents as may be determined by the Executive Board and all Vice Presidents shall be members of Council.
- 3.9 The core Vice Presidents shall comprise one Vice President for Technical, Membership, and Education.
- 3.10 At an annual meeting of the Executive Board and Past Presidents, or at a date to be convened by the Immediate Past President, expressions of interest in any Vice Presidential position shall be considered and determined.

- 3.11 Any subscribed member of the Institution may make representation to the Executive Board at any time expressing interest in serving as a Vice President. Such expressions shall be considered at the aforesaid meeting of the Executive Board and Past Presidents or at such a time or by any means of communication as shall be determined by the Executive Board.
- 3.12 In the event of any Vice President being unable to fulfil any of their duties, the Immediate Past President will, as soon as possible, convene a meeting or consult with the Executive Board and Past Presidents to decide upon a candidate for immediate appointment.
- 3.13 Regional Councillors. Each Regional Committee shall be entitled to elect one member to serve as its elected member on the Council. Such appointment shall take effect at whatever time shall be deemed appropriate by the Regional Committee. Such elections shall be carried out in accordance with the Regional Rules of the Institution as may be amended by the Executive Board from time to time.
- 3.14 Each Regional Councillor shall serve for a maximum term of three years from the date of their appointment in accordance with the Regional Rules of the Institution.
- 3.15 Such Regional Councillors may serve for a second maximum term of three years but shall not be eligible for a third term until a lapse of one year after their second three year period with the Council.
- 3.16 The duties of the Regional Councillor shall be as set down in the Regional Rules of the Institution as may be amended by the Executive Board from time to time.
- 3.17 Co-optees. The Council may appoint any number of co-optees to serve on Council for whatever purpose and for whatever period of time it so resolves.
- 3.18 Co-optees may be appointed for a specific task with a finite period of service as deemed appropriate by Council.
- 3.19 Co-optees may be appointed for the purposes of representing a particular organisation as deemed appropriate by Council.
- 3.20 At least once in every year Council shall review the number and role of its co-optees; making necessary appointments or terminations of appointments as it deems appropriate in order to ensure good governance and optimum efficiency.

4. The Executive Board

The Executive Board is the governing body of the Institution as defined in the Articles of Association of the Institution. As such it has overriding responsibility for ordering the affairs of the Institution, ensuring good governance and due diligence in all affairs and activities of the Institution.

- 4.1 The Executive Board shall be responsible for all financial matters of the Institution including the setting of annual membership subscriptions, approval of budgets, investment strategies, setting of rents, acquisitions and disposals and any other fiduciary requirements of the Institution.
- 4.2 The Executive Board shall be responsible for setting the dates of General Meetings of the Institution and for ordering the affairs thereof as determined by the Articles of Association.
- 4.3 The Executive Board shall be responsible for all matters relating to the staff complement of the Institution.
- 4.4 The Executive Board shall be responsible for ordering the implementation and investigation of any alleged breach of the Institution's Code of Professional Conduct or any other code regulating the affairs of the membership which may be in force at any time.
- 4.5 The Executive Board shall be responsible for any arrangements with other associations or bodies involving reciprocal concessions or joint working arrangements or partnerships.
- 4.6 The Executive Board shall be responsible for all matters relating to the designation and organisation of the regions of the Institution as defined in the Articles of Association.
- 4.7 The Executive Board may delegate any of their powers to Council or committees as they think fit, and any committee so formed shall conform to any regulations imposed on it by the Board.

5. The Council

The Council is the policy and strategy formulation forum of the Institution. As such it has responsibility for ordering the direction of the Institution's policy in liaison with the Vice Presidents and reporting directly to the Executive Board via the Senior Vice President or any other officer of the Institution so designated by the Executive Board.

- 5.1 The Council is responsible for liaising with the regions of the Institution, any duly appointed regional officers, regional committees or individuals and by the conducting of surveys, investigations and forums and any other form of communication to ensure optimum input of regional information into the policy formation process.
- 5.2 The Council is responsible for liaising with any committee of the Institution and the Vice Presidents to similarly ensure input into the policy formation process.
- 5.3 The Council is responsible for liaison with any outside body or individual pertaining to the lighting profession in whatever form where such liaison may facilitate joint working, collaboration or discourse to the benefit of the Institution, its members and the profession.
- 5.4 The Council is responsible via the Membership Committee for the supervision of all membership processes including applications, upgrades, registrations and any matters otherwise pertaining to the recruitment and retention of members.

- 5.5 The Council is responsible via the Membership Committee for all matters pertaining to the status of the Institution as a licensed body of the Engineering Council and for all matters relating to work involving Engineering UK.
- 5.6 The Council is responsible via the Membership Committee for all matters relating to the expulsion of members of the Institution with the exception of those so excluded due to the failure to pay membership subscriptions which shall be implemented automatically in accordance with the direction of the Executive Board.
- 5.7 The Council shall be responsible for the introduction, maintenance and revision of any codes introduced by the Institution including the Code of Professional Conduct and Disciplinary Codes with the exception that any action taken under the Disciplinary Code shall be at the direction of the Executive Board.

6. Interpretation and Alterations

These byelaws may be subject to interpretation, alteration and revision at any time by the Executive Board who shall act in this respect only in consultation with the Council.

PART TWO - MEMBERSHIP

Members of the Institution shall comprise the grades of:-

Honorary Fellow (HonFILP)
Honorary Member (HonMILP)
Fellow (FILP)
Member (MILP)
Associate Member (AMILP)
Affiliate
Student
Apprentice

CERTIFICATES

Any member may upon application to the Chief Executive obtain a certificate of his membership of the Institution. Every certificate shall remain the property of and shall on demand be returned to the Institution, and shall state on the face of it that it is not issued by or in pursuance of any statutory authority, or by the authority of the Government or any department thereof but by the authority of the Institution only.

ELECTION OF MEMBERS

The transfer of an existing member from one class to another class of membership shall be proposed and supported by other members of the Institution, or by a registered member of a UK professional association.

At a meeting of the Membership Committee after any transfer from one class to another has been processed, such application shall be considered by the Membership Committee who may thereupon determine upon the transfer or rejection of the applicant. The entrance fees or transfer fees between classes of membership and subscriptions for members of the Institution shall be such sums as the Executive Board may from time to time determine.

Subject to approval by the Executive Board the following shall be eligible for election to membership of the Institution.

HONORARY FELLOW (HonFILP)

A distinguished person intimately connected with lighting or a science allied thereto whom the Executive Board especially desires to honour for exceptionally important services of benefit to the Institution. There shall not be more than 6 Honorary Fellows at any one time.

HONORARY MEMBER (HonMILP)

A person who has rendered eminent services to lighting or in the design or development of lighting or equipment and who, in the opinion of the Executive Board, is worthy of this distinction.

FELLOW (FILP)

Any person engaged in the practice of lighting, or the design or the development of lighting installations or equipment or related field as the Executive Board may from time to time determine, who has been a Member (MILP) for at least 10 years, provided that in exceptional circumstances the Executive Board shall have the power to reduce this period; have superior experience for at least 5 years and have made a substantial contribution towards furthering the objectives of the Institution,

or

Any person engaged in the practice of lighting, or the design or the development of lighting installations or equipment or related field as the Executive Board may from time to time determine and have such knowledge of lighting and have acquired such eminence in the lighting profession that admission as a Fellow would, in the opinion of the Executive Board, contribute to the interests of the Institution.

Applicants will be required to provide records of Continued Professional Development (CPD) for a minimum of the previous 2 years and ongoing commitment to planned CPD

Subject to approval by the Membership Committee the following shall be eligible for election to membership of the Institution.

MEMBER (MILP)

This membership grade is for those involved in lighting who hold qualifications and appropriate training acceptable to the ILP with at least three years of senior level experience

- Note 1 The educational qualification should be to a minimum of BTEC HNC/NVQ level IV in an approved subject.
- Note 1a Applicants who do not have exemplifying qualifications may demonstrate the required knowledge and understanding by writing a technical report or submitting a portfolio of experiential learning, based on their experience, and demonstrating their knowledge and understanding of lighting principles, but must clearly demonstrate they have achieved the same level of knowledge and understanding as those with exemplifying qualifications. This work will be assessed and recommendations for approval or additional work will be made to the candidate.
- Note 2 The Exterior Lighting Diploma and the LET Lighting Diploma are two of the recognised routes to help achieve the necessary competencies.
- Note 3 The Initial Professional Development does not have a minimum time-period, as it is the outcome which is measured. It would be unusual however for anyone with less than three year's post qualification experience to have attained the level of competence required.
- Note 4 The Professional Review is an assessment of competence and commitment against set criteria, and includes a written report, and an interview.
- Note 5 Applicants will be required to provide records of Continued Professional Development (CPD) for a minimum of the previous 2 years and an ongoing commitment to planned CPD.

Note 6 Suitably qualified Members, subject to compliance with engineering requirements, may be registered with the Engineering Executive Board as CEng/IEng

OR (for existing EC registrants)

Note 1 Be registered as a CEng or IEng with the Engineering Executive Board via another UK Institution.

Note 2 The Initial Professional Development does not have a minimum time-period, as it is the outcome which is measured. It would be unusual however for anyone with less than three year's post qualification experience in a lighting related field to have attained the level of competence required.

Note 3 The Professional Review is an assessment of competence and commitment against set criteria, and includes a written report.

Note 4 Applicants will be required to provide records of Continued Professional Development (CPD) for a minimum of the previous 2 years and ongoing commitment to planned CPD

ASSOCIATE MEMBER (AMILP)

This membership grade is for those involved in lighting who hold qualifications and appropriate training acceptable to the ILP with at least two years of experience.

Note 1 The educational qualification should be to a minimum of BTEC NC/NVQ level III in an approved subject.

Note 1a Applicants who do not have exemplifying qualifications may demonstrate the required knowledge and understanding by writing a technical report or submitting a portfolio of experiential learning, based on their experience, and demonstrating their knowledge and understanding of lighting principles, but must clearly demonstrate they have achieved the same level of knowledge and understanding as those with exemplifying qualifications. This work will be assessed and recommendations for approval or additional work will be made to the candidate.

Note 2 The ILP Exterior Lighting Diploma and the LET Lighting Diploma are two of the recognised routes to help achieve the necessary competencies.

Note 3 The Initial Professional Development does not have a minimum time-period, as it is the outcome which is measured. It would be unusual however for anyone with less than two year's post qualification experience to have attained the level of competence required.

Note 4 The Professional Review is an assessment of competence and commitment against set criteria, and includes a written report.

Note 5 Applicants will be required to provide records of Continued Professional Development (CPD) for a minimum of the previous 2 years and an ongoing commitment to planned CPD

Note 6 Suitably qualified Associate Members, subject to compliance with engineering requirements may be registered with the Engineering Executive Board as EngTech.

OR (for existing EC registrants)

Note 1 Be registered as an EngTech with the Engineering Executive Board via another UK Institution.

Note 2 The Initial Professional Development does not have a minimum time-period, as it is the outcome which is measured. It would be unusual however for anyone with less than two year's post qualification experience in a lighting related field to have attained the level of competence required.

Note 3 The Professional Review is an assessment of competence and commitment against set criteria, and includes a written report.

Note 4 Applicants will be required to provide records of Continued Professional Development (CPD) for a minimum of the previous 2 years and an ongoing commitment to planned CPD

AFFILIATE

Anyone who is engaged in, or has an interest in, lighting practices and/or allied activities.

STUDENT

Anyone who is undertaking an academic course, period of study or training with lighting content.

APPRENTICE

Anyone who is undertaking a formal apprenticeship with lighting content.

RETIRED MEMBERS

Retired members of any grade may pay a reduced fee and retain their post nominal letters and EC registration (if applicable). Retired members are not eligible to vote at General Meetings.

EXPULSION OF MEMBERS

- a) Any member may by notice in writing to the Institution delivered at the Office resign his membership and thereupon shall automatically cease to be a member.
- b) Any member of the Institution whose annual subscription shall be unpaid for more than two months after it shall become due shall have his membership terminated.

- c) Any member whose membership shall have terminated as a result of non-payment of subscription may be eligible for re-admission only upon payment of a rejoining fee.
- d) Any member wishing to rejoin the Institution at a previously held grade of membership must do so within three years of termination.
- e) Any member who may be alleged to be guilty of unprofessional conduct may be investigated in accordance with the Institution's Disciplinary Code and subject to sanction.
- f) A member ceasing to be a member of the Institution shall forfeit all claim to a return of any money paid by him to the by way of annual subscription.

Every member shall be bound to further to the best of his ability the objects, interests and influence of the Institution and shall observe all bye-law and any codes in force from time to time. The rights, privileges and liabilities of every member of the Institution shall not be transferable or transmissible by act of the member or by operation of law.

The Institution shall keep a register of members in accordance with the Statutes.