

BY-LAWS

(Revised 5 August 2004)

1. Membership

- 1.1 There will be four categories of membership, namely: student, associate, general, and honorary.
- 1.2 The criteria for the categories of membership are given in Annex I.
- 1.3 Membership fees will be set at the Annual General Meeting and become due and payable within one month of the new administrative year.
- 1.4 A meeting of the membership (not including the Annual General Meeting) will be held at least once every six months.
- 1.5 Membership cards will be provided annually once members are paid up.
- 1.6 All members are expected to follow the guidelines set out in the Code of Ethics shown at Annex II. Failure to do so or reported cases of unethical behaviour may result in the member being requested to appear before the Disciplinary Committee to consider the circumstances and consequences. Annex III provides the terms of reference for the Disciplinary Committee.

2. Council

- 2.1 The Council shall consist of four members of the Executive and eight other members.
- 2.2 The Executive shall consist of the President, Vice President, Secretary and Treasurer.
- 2.3 The council will serve for a period of two years.
- 2.4 Only general members are eligible for ~~council~~ positions on the council.
- 2.5 The President will assign the following portfolios to council members:
 - Membership & Professional Development
 - Finance
 - Administration & Secretariat
 - Institutional RelationshipsThe President will assign other portfolios as necessary and/or appropriate.
- 2.6 Council members are elected by simple majority at the Annual General Meeting
- 2.7 Two-thirds majority at an Extraordinary General Meeting may remove council members.
- 2.8 A council meeting must be held at least once every two months.

3. Annual General Meeting

- 3.1 The Annual General Meeting will be held by June 30 each year.
- 3.2 The Secretary shall publish a notice convening the AGM to appear in print media at least twenty-one days prior to the AGM.
- 3.3 Nominations for council must be submitted in writing or electronic format to the Secretary at least seven days prior to the AGM.
- 3.4 Each nomination must be seconded.
- 3.5 The quorum should be one third of full (paid-up) membership.
- 3.6 Proxy votes for elections must be submitted to the Secretary at least seven days before the AGM or EGM.
- 3.7 Elections for council members will be by secret ballot at the AGM.
- 3.8 Nominations will not be taken from the floor.
- 3.9 The Annual report of the Institute for the previous year must be tabled at the AGM
- 3.10 The Treasurer must table the previous year's accounts of the Institute at the AGM.
- 3.11 Auditors must be appointed at the AGM.
- 3.12 The remuneration of the auditors must be set at the AGM.

4. Changing the By-Laws

- 4.1 Any proposed amendments to the By-laws of the Institute must be presented to the Secretary at least fourteen days prior to the AGM or an EGM.
- 4.2 Changes to the by-laws must be by two-thirds majority voting at the AGM or an EGM.

4.3 Proxy votes for by-laws must come in to the Secretary at least seven days before the AGM or EGM

5. Setting of the Financial Arrangements

5.1 The AGM will appoint the Association's bankers.

5.2 The signatories to the accounts must be any two of the four members of the Executive.

6. Extraordinary General Meeting

6.1 Any member may request an Extraordinary General Meeting (EGM).

6.2 Such a request, justifying the reason, must be made to the Secretary, who will then make a recommendation to Council for approval.

7. Fees

7.1 Registration fees shall be paid at rates fixed by the Council.

7.2 Annual membership fees shall be at rates fixed by the Council.

7.3 Members of any ~~class~~ category shall be notified in writing or electronically if fees are in arrears for more than 3 months.

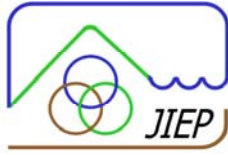
7.4 Delinquency in ~~fee~~ payment of fees exceeding twelve months will lead to removal from membership.

Annex I. Categories of membership in JIEP

Membership is open to persons who have been engaged in work directly related to environmental management, environmental law, planning, impact assessment, environmental protection, environmental education, or environmental compliance, including such activities as permitting, compliance auditing, regulatory review, research, teaching, engineering, design, quality assurance, and implementation of environmental protection and control.

<i>MEMBERSHIP CATEGORY</i>	<i>MINIMUM QUALIFICATIONS & RELEVANT EXPERIENCE</i>	<i>COMMENTS</i>
Student	Enrolled in a tertiary institution and pursuing a Bachelors degree in an environmental field	No voting rights at AGM
Associate	<ul style="list-style-type: none"> ◇ Bachelors degree and less than 5 years experience, or ◇ Relevant diploma or associate degree, or ◇ Possesses generally accepted specialist expertise and experience in an environmental field 	No voting rights at AGM
General	<ul style="list-style-type: none"> ◇ Bachelors degree + 5 years experience, or ◇ Masters degree + 3 years experience, or ◇ Ph.D. degree + 2 experience years 	Has voting rights at AGM
Honorary	Recommended by Council and ratified by membership for outstanding contribution in the field of environmental management	No voting rights at AGM if not previously a member

Annex II. JIEP Code of Ethics (see over page)



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CODE OF ETHICS

Professional Standards

- ☞ Practice my profession only to the extent of my expertise.
- ☞ Hold in strict confidence, except as required by law, all information concerning the business and affairs of my clients/employers acquired in the course of the professional relationship, and not use this information for personal gain.
- ☞ Advise the JIEP of any practice by a member of the Association that I believe to be contrary to this Code of Ethics.
- ☞ Promote excellence in the field of environmental management by supporting high standards of education, employment and performance.
- ☞ Maintain proficiency through continuing education and professional development.
- ☞ Declare any conflicts of interest.
- ☞ Place the health, safety and welfare of all persons, and the reputation of my profession, above any consideration of self-interest, and resolve any conflicts in favour of the public good.

Operational Standards

- ☞ Act for my clients/employers as a faithful agent or trustee, always independently and with fairness and justice to all parties.
- ☞ Remain free of any influence, interest, or relationship that impairs professional judgement, independence, or objectivity, while providing professional services.
- ☞ Comply with applicable laws, regulations, and standards.
- ☞ Not be associated with any report, statement, or representation known to be false and misleading.

Annex III. JIEP Disciplinary Committee - Terms of Reference

1. The Disciplinary Committee shall be convened in the event that a member of JIEP is implicated in any professional behaviour or practice that is in contravention of the Code of Ethics to which the member has agreed to abide.
2. The Disciplinary Committee shall be comprised of the President, the Secretary, the Chairperson of the Membership Committee, a non-Council member of JIEP, and a person from outside of the organisation who is held in high esteem. The latter two persons shall be selected by a simple majority of Council.
3. Any member of the Disciplinary Committee who may have a conflict of interest with the particular case shall so declare and his/her place taken up by another member of Council selected by the majority of the rest of Council.
4. Any case to be heard by the Disciplinary Committee shall have first been presented to the Secretary in writing along with the relevant facts of the case for the Secretary's determination of the whether there is a valid case for the Committee to consider.
5. Where there is a valid case, a meeting of the Disciplinary Committee shall be convened to which the member so charged shall be invited with no less than fourteen days notice to hear the charge laid against him/her and to present their own case.
6. The Disciplinary Committee shall decide, by secret ballot, whether the accused member is guilty as charged and whether his/her name should be struck from the membership list.
7. The general membership shall be informed of the decision taken by the Disciplinary Committee via electronic mail within fourteen days.