



By-Laws for the Jamaica Institute of Environmental Professionals

Amendment # 2

Updated and approved by the membership June 22, 2017

Amendment # 1 dated August 5, 2004

These By-Laws serve to regulate the perennial affairs of the Jamaica Institute of Environmental Professionals (JIEP), as well as the behaviour of its members.

The By-Laws cover regulations regarding:

1. Membership
2. Council
3. Annual General Meeting
4. Changing the By-laws
5. Setting of the Financial Arrangements
6. Extraordinary General Meeting
7. Fees
8. Categories of membership in JIEP (Annex)
9. Code of Ethics (Annex)
10. Discipline (Annex)

BY-LAWS

1. Membership

- 1.1. There will be four categories of membership, namely: student, associate, full, 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 (including the Annual General Meeting) will be held at least once every six months.



1.5. 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 and may include the Immediate Past President.

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. The President will assign the following portfolios to non-executive members of the Council, or co-opt members as needed: Membership, Professional Development, Finance, Administration, Policy, Research and Publications, International Relations, Public Relations.

2.5. Council members are elected by simple majority at the Annual General Meeting.

2.6. Two-thirds majority at an Extraordinary General Meeting may remove council members.

2.7. 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. A notice shall be issued in writing for the AGM at least twenty-one days prior to its scheduled date.

3.3. Nominations for council must be submitted in writing to the Secretary at least seven days prior to the AGM.



- 3.4. Nominations will not be taken from the floor.
- 3.5. Each nomination must be seconded in writing.
- 3.6. The quorum is five (5) members.
- 3.7. Proxy votes for elections must be submitted in writing to the Secretary at least twenty four (24) hours before the AGM or EGM.
- 3.8. Voting for Council members will be secret ballot at the AGM except when there is no contest, at which time is confirmed by motion.
- 3.9. The President shall report on the work of the Institute for the previous year at the AGM
- 3.10. The Treasurer must table the current financial situation and the latest audited financial statement at the AGM.
- 3.11. The Council shall report on the process of appointment and remuneration of the auditors 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 (14) 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 be submitted in writing to the Secretary at least twenty-four (24) hours 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. Application fees shall be paid at rates fixed by the Council.

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

7.3. Members of any category shall be notified in writing if dues are in arrears for more than three months.

7.4. Delinquency in payment of dues exceeding six 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</i>
Student	Enrolled in a tertiary institution and pursuing a degree (whether Bachelors, Masters or PhD), with less than the required number of years' relevant experience for any other category of membership in an environmental field
Associate	<ul style="list-style-type: none"> ◇ First degree (whether Bachelors Masters or PhD) in an environmental field and less than 5 years' experience in an environmental field for full membership, or ◇ Diploma or associate degree in an environmental field and less than the required number of years' relevant experience for any other category of membership in an environmental field, or ◇ Possesses generally accepted specialist expertise and experience in an environmental field
Full	<ul style="list-style-type: none"> ◇ Relevant diploma or associate degree +10 years' relevant experience ◇ Bachelor's degree +5 years' relevant experience, or ◇ Master's degree +3 years' relevant experience, or ◇ Ph.D. degree +2years' relevant experience
Honorary	Recommended by Council and ratified by membership for outstanding contribution in the field of environmental management



Annex II: JIEP 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 Codes of Ethic 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 organization 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 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 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 (14) 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 (14) days.