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## BYE LAWS

### 1: MEMBERSHIP

#### 1.1 Introduction

1.1.1 This Bye-Law sets out:

- 1.1.1.1 the criteria for admission to Membership of the Institute
- 1.1.1.2 the procedure for dealing with applications for membership
- 1.1.1.3 the requirement for members to participate in a Continuing Professional Development (CPD) programme.

1.1.2 "Approved" means approved by the Board of Directors. Other terms used in this Bye-Law shall, unless otherwise defined, have the same meanings as in the Articles of Association.

#### 1.2 Criteria

1.2.1 **Fellows** (who may use the post-nominal letters "FARMI") shall be persons who are considered suitable for membership at this level and who have:

- 1.2.1.1 an approved leadership and/or management-related qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 5 Certificate or above.

**and**

- 1.2.1.2 an approved asbestos competency qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 4 Certificate or above .

(Details of the criteria for acceptance of qualifications for membership are detailed in the 'Accepted Qualifications List', which also contains a list of 'Additional Accepted Qualifications' which have been assessed as meeting the criteria. Prospective members are welcome to submit qualifications which they consider to meet the criteria. These qualifications will be assessed by the Board. Subject to the submitted qualifications being approved by the Board as meeting the criteria, they will be added to the list of 'Additional Accepted Qualifications')

**and**

- 1.2.1.3 attended and passed the Professional Review for Members and Fellows. Applications for the Professional Review will only be considered from candidates who have met the academic requirements and can demonstrate the relevant experience. Professional Review candidates will be assessed in the following areas: Occupational competence, Management competence and Commitment to professionalism.

and

1.2.1.4 met the additional criteria for Fellows of the Institute laid down by the Board from time to time

1.2.2 **Members** (who may use the post-nominal letters "MARMI") shall be persons who are considered suitable for membership at this level and who have:

1.2.2.1 An approved leadership and/or management-related qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 4 Certificate or above.

or

1.2.2.2 Upon application for membership, provided evidence of enrolment on to a suitable qualification which demonstrates that they are working towards achieving an approved leadership and/or management-related qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 4 Certificate or above, within 3 years. Any Member who is admitted into the institute under this rule and either fails to achieve an appropriate qualification as described in this clause within 3 years, or fails to demonstrate progress towards such a qualification on an annual basis, shall have their membership cancelled. Any reapplication for membership, following membership cancellation in this way, will only be considered if clause 1.2.2.1 is complied with.

and

1.2.2.3 an approved asbestos competency qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 4 Certificate or above.

(Details of the criteria for acceptance of qualifications for membership are detailed in the 'Accepted Qualifications List', which also contains a list of 'Additional Accepted Qualifications' which have been assessed as meeting the criteria. Prospective members are welcome to submit qualifications which they consider to meet the criteria. These qualifications will be assessed by the Board. Subject to the submitted qualifications being approved by the Board as meeting the criteria, they will be added to the list of 'Additional Accepted Qualifications')

and

1.2.2.4 attended and passed the Professional Review for Members and Fellows. Applications for the Professional Review will only be considered from candidates who have met the academic requirements and can demonstrate the relevant experience. Professional Review candidates will be assessed in the following areas: Occupational competence, Management competence and Commitment to professionalism

1.2.3 **Affiliates** (who may use the post-nominal letters "AARMI") shall be persons who are considered suitable for membership at this level and who have:

1.2.3.1 an approved leadership and/or management-related qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 3 Certificate or above.



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or

1.2.3.2 Upon application for membership, provided evidence of enrolment on to a suitable qualification which demonstrates that they are working towards achieving an approved leadership and/or management-related qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 3 Certificate or above, within 3 years. Any Affiliate who is admitted into the institute under this rule and either fails to achieve an appropriate qualification as described in this clause within 3 years, or fails to demonstrate progress towards such a qualification on an annual basis, shall have their membership cancelled. Any reapplication for membership, following membership cancellation in this way, will only be considered if clause 1.2.3.1 is complied with.

and

1.2.3.3 an approved asbestos competency qualification at, or equivalent to, National Qualifications Framework ("NQF") Level 3 Certificate or above.

(Details of the criteria for acceptance of qualifications for membership are detailed in the 'Accepted Qualifications List', which also contains a list of 'Additional Accepted Qualifications' which have been assessed as meeting the criteria. Prospective members are welcome to submit qualifications which they consider to meet the criteria. These qualifications will be assessed by the Board. Subject to the submitted qualifications being approved by the Board as meeting the criteria, they will be added to the list of 'Additional Accepted Qualifications')

and

1.2.3.4 attended and passed the Professional Review for Affiliates. Applications for the Professional Review will only be considered from candidates who have met the academic requirements and can demonstrate the relevant experience. Professional Review candidates will be assessed in the following areas: Occupational competence, Management competence and Commitment to professionalism

1.2.4 The following provisions apply to admission of all Fellows, Members and Affiliates:

1.2.5 The content of application forms, the nature of any supporting evidence required and the nature and amount of any administration fees payable shall be as approved by the Board.

1.2.6 Applications for admission as a Fellow or a Member shall be referred to the Board, who shall decide whether the applicant shall be admitted. In reaching their decision, the Board shall have regard to any relevant guidelines issued by the Board with whom all decisions as whether an applicant shall be admitted (and if so at what grade) shall rest.

1.2.7 Applicants shall be notified of the result of their application and, if it is successful, their names shall be entered on the register when payment of any subscription fee or other monies due to the Institute has been received.



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- 1.2.8 Appeals from any decision in relation to the admission of any person to membership may be made by notice in writing ("the Notice") to the Board. The matter will then be referred for decision to the Board who may at their discretion invite any person including the applicant to make representations to them. Board decisions shall be communicated to the applicant within four weeks of receipt of the Notice.
- 1.2.9 In order to maintain membership both Fellows and Members shall be required to participate in an approved Continuing Professional Development (CPD) programme.

## **2: Equal Opportunities**

- 2.1 ARMI is dedicated to improving the quality and practice of management and leadership in organisations, wherever it operates. We understand that organisations operate within their own cultures and legal systems. However, we seek to promote genuine equality of opportunity all applicants, members and stakeholders.
- 2.2 ARMI are committed to equal opportunities for all, regardless of gender, marital status, age, physical status or any disability, racial or ethnic origin, nationality, creed or religious belief, sexual orientation, age or employment status.
- 2.3 ARMI seek to ensure that provision of our services are without disadvantage to any individual that has or any group of individuals that may share any of these characteristics.
- 2.4 ARMI will endeavour to ensure that we do everything possible to ensure that no discrimination occurs during any of our procedures and processes, whether it is approval, re-approval, external assessment or external verification. We make all our staff and contractors aware of this policy.

## **3: Appeals Process**

- 3.1 If the Board rejects your application you have the right to appeal. If you decide to submit an appeal the onus is firmly on you as the appellant to demonstrate why you believe that your appeal is valid. Simply disagreeing with the decision is not sufficient grounds for an appeal.
- 3.2 If you decide to appeal the following guidelines and procedures apply:
- An appeal needs to be made in writing to the Board by the individual concerned.
  - ARMI undertakes to give specific reasons for rejection. The appeal should explain why the organisation considers the reasons given to be invalid.
  - The Board shall consider the appeal. The Board will be provided with all the relevant documentation and correspondence relating to the membership application.
  - The Board will provide feedback and a recommendation that the rejection should be upheld or overturned. Feedback will also be given to the applicant, if again rejected, giving reasons for rejection.
  - There will be no further recourse to appeal the decision taken by the Board



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## 4: Use of the ARMI Logo

4.1 The ARMI logo is a collective mark. A collective mark distinguishes the goods and services of members of the association, which is the proprietor of the mark, from those of other undertakings. Paragraphs 4.2—4.5 detail the circumstances and manner in which the ARMI Logo may be used.

### 4.2 *Persons Authorised to Use the ARMI Logo*

All members (Affiliates, Members and Fellows) of the Asbestos Removal Management Institute (ARMI) are authorised to use the ARMI logo subject to the requirements of these bye laws. A list of all current members of the Institute can be accessed at [www.armi.org.uk](http://www.armi.org.uk).

### 4.3 *Conditions of Membership of ARMI*

The conditions of membership of ARMI are detailed in Section 1 of these bye laws.

### 4.4 *Conditions of Use of the Mark*

- i) It is a condition of use that the mark may not be used in a manner likely to be taken as indicating that the person using the Mark is an Agent of the Institute
- ii) It is a condition of use that the mark may only be used after and adjacent to the name of a member of the institute where post nominal' s have been used to indicate the grade of membership held by the person using the Mark
- (iii) It is a condition of use that the Mark may not be used in a manner more prominent than the name or trading style of the person using the Mark.

### 4.5 *Sanctions Against Misuse*

Any member found to be using the ARMI logo in contravention of these bye laws will be referred to the board who will decide upon what action to take. Depending upon the severity of the misuse of the logo the board may impose any sanction it feels appropriate ranging from requiring the member to rectify any misuse of the ARMI logo, and to demonstrate that this has been done, to expulsion from the Institute.