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Annex to the Members' Handbook

UK Chapter

Issued under the authority of the IIOM UK Council

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Change Record

Edition 4	June 2020, collation of legacy content from COG and minor updates
Edition 5	March 2021, incorporating changes and additions officially approved by Council of the IOM United Kingdom Chapter
Edition 6	June 2022, changes for Honorary & Retired Members and new guidelines for presenters at Members' Meetings as approved by Council of the IOM United Kingdom Chapter.

Referenced Documents

The ruling issue of each document referenced from the UK Annex to the Members' Handbook can be found on the UK Chapter website at <http://www.theiom.org>

Invitation to Comment

IOM is a dynamic organization which continues to develop and expand rapidly owing to the growing global interest in the challenge of obsolescence. As a result, the UK Annex to the Members' Handbook may sometimes be slightly out-of-date or may not cover a topic that would be helpful. If you would like to request changes or additions for inclusion in the next edition, please let us know by sending an email to the IOM UK Chapter Secretariat at admin@theiom.org.

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1 Purpose of this Annex

The IIOM UK Chapter generally inherits the regulations and guidelines of IIOM International through the Delegation Agreement, Members' Handbook, and referenced policies and procedures. The purpose of this Annex is to specify the additional regulations and guidelines of the UK Chapter where there is discretion for these to be decided locally.

Individual and Corporate Members must comply with the regulations of IIOM International as given in the Members' Handbook and those given in this Annex.

The Secretariat of the UK Chapter is responsible for issuing the Handbook and Annex to new members and ensuring that it is available on the Chapter website.

2 IIOM UK Chapter

2.1 Legal Status

Each IIOM Chapter has discretion to incorporate a suitable legal entity according to local jurisdiction. The legal entity for the IIOM UK Chapter is IIOM UK Ltd.

IIOM UK Ltd is registered in England and Wales as a private company limited by guarantee and the Company Registration Number is 09679717. The Articles of Association are available from Companies House, <https://www.gov.uk/government/organisations/companies-house>. The Articles of Association define the legal identity and legal reporting requirements and list the current and resigned Directors.

IIOM UK Ltd has a legal relationship with IIOM International through a Delegation Agreement.

2.2 Officers

The governance of the UK Chapter is the responsibility of the UK Chapter Council. The roles on the Council are typically fulfilled by about six Directors and the Company Secretary of IIOM UK Ltd. The Officers have joint responsibility for governance similarly to the Officers at IIOM International level.

The Officers are unpaid but may be reimbursed for routine travel and subsistence expenses incurred on regular IIOM business if they are not supported by their employer. For major projects the usual practice is that the likely expenses are reviewed in advance and a suitable budget is agreed.

2.2.1 Legal Responsibilities

The Officers have the legal responsibility to ensure that the UK Chapter conforms with local legislation and regulation, and to ensure that the UK Chapter remains solvent and does not

commit any financial irregularities. To comply with these requirements, the Officers are required to:

- Maintain oversight of UK Chapter Non-Executives, Secretariat, Working Groups, and Committees. Where necessary, to question and cause to be overturned any decision made by any party within the UK Chapter which in any way jeopardises the organisation, results in it operating outside the law, causes financial irregularities, or gives rise to reputational damage.
- Maintain oversight of expenditure against authorised budgets during the current financial year, and prepare budgets for the next financial year in discussion with IIOM International.
- Oversee the maintenance of the any agreements made with IIOM International and any other organisations with which the UK Chapter has a *commercial* arrangement (e.g. for the purchase or supply of goods and services) or a *collaboration* arrangement (e.g. with the UK Engineering Council, other institutes, or standards organisations).
- In addition to the above, the Company Secretary has statutory duties to Companies House and Her Majesty's Revenue & Customs (HMRC), e.g. in respect of the annual return, annual accounts, tax returns, and payment of tax liabilities. In fulfilling these duties the Secretary receives advice and support from the Company Auditor.

2.2.2 Election of Officers

The Officers are appointed for a period of three calendar years by simple majority ballot held shortly before the final members' meeting of the third year, and the results of the ballot are announced at the meeting itself. The retiring Officers continue in their roles until the start of the next three period on the following 1st January.

Prior to the ballot nominations are sought from Individual Members or named delegates of Corporate Members of the UK Chapter. Candidates are invited to identify the role(s) on the UK Council in which they would like to serve. If there are insufficient or just sufficient nominations to fill the roles available, then no ballot is required.

2.2.3 UK Council Members

At the first meeting of IIOM UK Ltd in each three-year period the Chair and Vice-Chair of the UK Council are elected by and from the Officers by simple majority. Other roles on the UK Council are negotiated and allocated to the remaining Officers under guidance of the Chair and are confirmed by a majority vote of the Officers.

2.3 Chair

The UK Council elects a Chair who ideally has prior experience as Vice-Chair.

The Chair has both an internal role and an external role.

2.3.1 Internal

The Chair chairs meetings of the UK Council and takes a leadership role in setting the strategic direction of the UK Chapter and proposing policies and initiatives. The Chairperson has no vote in formal resolutions except when a casting vote is required. The other Officers support the Chairperson in fulfilling their role.

The Chairperson maintains close communication with the Vice-Chairperson, Non-Executives, Secretariat, Working Groups and Committees and monitors the progress of their activities. The Chairperson may delegate day-to-day management for certain activities to another Officer, for example if that Officer is the Chairperson of the relevant Working Group or Committee.

The Chairperson retains personal responsibility for organising UK Council meetings and the UK Chapter Annual General Meeting (AGM). However, they will generally receive significant support from the other Officers, Non-Executives and Secretariat.

On an occasional basis the Chair may, on behalf of the UK Council, invite guests to join all or part of a UK Council meeting or AGM, for example as an external auditor, special advisor, or observer.

If requested, the Chair is ready to mentor any Officer who may need advice or support.

2.3.2 External

The Chair represents the UK Chapter and is particularly concerned with taking every opportunity to publicize, promote and develop UK Chapter, or to raise the profile of Obsolescence Management in wider industry, academia or government. Many of these opportunities involve the Chair acting as nominated author for articles, presentations, or press releases prepared by the Non-Executives and Secretariat.

The Chair acts as the first delegate of the UK Chapter to the International Board and plays a full part in the activities of the institute at the global level.

2.4 Vice-Chair

The UK Council elects a Vice-Chair who is normally the next in line of succession for Chair and ideally has experience as a Director of the UK Chapter. The Vice-Chair acts as deputy for the Chair and may be given delegated authority for specific responsibilities.

The Vice-Chair maintains regular contact with the Chair so that they are ready to represent the UK Chapter in the Chair's absence and deputise when necessary and mutually agreed.

The Vice-Chair acts as the second delegate of the UK Chapter to the International Board and plays a full part in the activities of the institute at the global level.

2.5 Non-Executives

From time to time the UK Council may appoint Non-Executive officers to undertake defined roles. There is currently one Non-Executive comprising the Chief Technical Officer (CTO).

The CTO is a service provider to the UK Chapter and provides extensive support. The responsibilities and deliverables are specified in a contract which is subject to negotiation and renewal with the approval of the Chapter Council at agreed intervals. For example, this includes representing the UK Chapter with other institutions and trade associations, preparing publicity, developing and maintaining the technical content of the UK Chapter website, and taking a lead in planning and delivering members' meetings, events and services. The CTO is also available to undertake similar contracts with IOM International and other IOM Chapters subject to rationalisation of the overall level of resource and funding.

The Non-Executives may be reimbursed for routine travel and subsistence expenses incurred on regular IOM business if they are not supported by their employer.

2.6 Secretariat

The Secretariat operates as a service provider to the UK Chapter. Its responsibilities and deliverables are specified in a contract which is subject to negotiation and renewal with the approval of the UK Council at agreed intervals. The UK Council may request additional services at an agreed hourly rate.

The roles of the Secretariat include:

- Day-to-day point of contact for enquiries from members and others including routine membership enquiries, membership administration, and internal referrals for more involved queries that cannot be resolved immediately.
- Day-to-day processing of routine financial transactions and updates to the financial and management accounts under supervision of the CFO.
- The exchange of data with IOM International concerning the administration of the UK members' records such as contact details, membership grade, the Obsolescence Management Practitioners' Register, and any Professional Registration with the UK Engineering Council or other registration authorities.
- Support to the Chairman re planning and logistics for the UK Chapter Annual General Meeting (AGM), and members' meetings and events. To include research into options for venues and costs, liaison with the selected venues and providers, and event management including support on the day.

- General maintenance of the UK Chapter website www.theiiom.org including routine refresh of content as required. The Secretariat administers the arrangements by which Individual and Corporate Members have access to privileged information and resources on the website by means of username / password.

3 Working Groups and Committees

3.1 At International Level

The UK Chapter participates in Working Groups and Committees where these are relevant to the interests of UK Individual and Corporate Members. Examples include The Professional Standards and Membership Committee and International Conference Committee.

3.2 At UK Chapter Level

Working Groups and Committees are typically led by the Chair or another Officer of the UK Chapter with delegated responsibility. There is broad flexibility in their constitution and terms of reference. Their membership depends on the task in hand, the desired outcome, and the availability of suitably qualified volunteers.

4 Members' Meetings

The IIOm Members' Handbook section 4.2.4 general guidance on presentations at Members' Meetings and events which applies to all Chapters including protection for, and sharing of, presentation content. The UK Chapter inherits these and adds local requirements as follows.

4.1 Sponsorship and Promotion

The UK Chapter welcomes non-members as sponsors of members' meetings if no Corporate Member is forthcoming. In addition to the sponsorship fee, the non-member is charged a fee of 50% of the annual Corporate Member subscription. This fee can be offset against their subscription if they decide to join within one year of the date of the members' meeting.

In consideration of any sponsor's offer of support, the UK Chapter is willing to be flexible in negotiating any special requests the sponsor may make, such as the location of the meeting. However, the decision to accept or decline such special requests will always be made in the members' best interests.

All sponsors are entitled to make a commercial presentation as part of their welcome address at the meeting or event.

Corporate Members (e.g. solution providers, industrial companies, training providers) can alternatively book a 10-minute slot with the freedom to use this for any purpose including advertising and promotion such as a description of the company, updates on new offerings

or personnel, or to announce how their organisation has been affected by a recent merger or acquisition. Up to two slots are typically available during a full-day meeting or event.

4.2 Editorial Policy and Reviews

Apart from the commercial presentation within a sponsor's welcome address or 10-minute slot, no presentation should be seen as a 'sales pitch' but should rather aim to ensure that all content is relevant to a good proportion of members. Editorial policy is to ensure that if a minority-interest presentation is included, as may sometimes be justified, it is balanced by others so that broad coverage of members' interests is achieved during the day.

Editorial policy is enforced by one or more reviewers under the delegated authority of the UK Council. The calling notice for the meeting or event gives a point-of-contact for submission of presentations for review. Submissions must be made at least two weeks in advance to allow time for the review process and editing as necessary.

- Up to two slides are allowed to provide information to the audience about the presenter themselves or their organisation (e.g. company, academia, government). The remaining content must educate the audience on the topic of interest.
- Any content or presentation method that encourages the audience to contact the presenter or their organisation with a view to winning business or financial gain shall be removed by the reviewer(s).

5 Membership

5.1 Individual Membership

The UK Chapter inherits the general arrangements for Individual Members including Affiliate, Associate, Member, and Fellow. The UK Council may also award Honorary Membership and shall consider applications for Retired Membership from existing members.

5.1.1 Honorary Membership

IIOM Chapters may, at their own discretion, offer Honorary Membership. The UK Council shall comply with the regulations for Honorary Membership set out in the International Handbook and as may be varied from time to time.

5.1.2 Retired Membership

IIOM Chapters must offer a 50% discount in subscriptions for individual members at Affiliate, AllIOM, MIOM and FIOM grades where the member no longer undertakes paid work. The UK Council shall comply with the regulations for Retired Membership set out in the International Handbook.

It is permitted to undertake unpaid work e.g. in academia, research or standards, or for IIOm or other professional institutes.

If you wish to apply for a reduced subscription, please send an email to the Secretariat of the UK Chapter at admin@theiiom.org.

5.2 Professional Registration

IIOm Chapters have discretion to establish additional, or different, arrangements for Professional Registration with an authority other than the UK Engineering Council. The UK Chapter has not pursued this option.

5.3 Corporate Membership

The UK Chapter inherits general arrangements for Corporate Members and the policy on delegate's entitlements. In addition:

- IIOm Chapters may decide the number of staff from each site that may attend meeting and events. The UK Chapter has resolved to allow two delegates from each site.
- IIOm Chapters may decide whether anyone from the site can act as a delegate or whether delegates must be identified by name. The UK Chapter has resolved that anyone from the site can act as a delegate, i.e. substitutes are allowed.

5.4 Membership Subscriptions

Each IIOm Chapter has discretion to decide subscription fees and when they become due. Subscription rates for the UK Chapter are given at <https://www.theiiom.org> and are payable in advance every twelve months on the 1st of April.

6 Social Media Policy

- A. The UK Chapter has resolved to have social media accounts for Twitter and LinkedIn.
- B. Any proposal for further social media accounts, whether additional accounts on existing platforms or accounts on new platforms, shall be approved by the UK Chapter Council.
- C. Social media accounts will be used to promote meetings, events and services offered by the UK Chapter, and where agreed by the Chapter Council, those offered by other IIOm Chapters, IIOm International, and organizations with which IIOm has mutual interests.
- D. Social media accounts will be used to promote the interests of sponsors for UK Chapter or IIOm International meetings and event, e.g. by means of links and reposts. This will apply from confirmation of sponsorship until completion of the meeting or event.

- E. Social media accounts will follow the social media accounts of UK and other Chapter members and relevant trade press and repost and “like” posts relevant to obsolescence or related topics. Individuals and organizations may nominate relevant accounts.
- F. UK Chapter members are encouraged to follow the UK Chapter social media accounts and link them to their own business and personal social media accounts.
- G. The UK Chapter social media accounts will be regularly updated to maintain their relevance to UK Individual and Corporate members and will have a posting timetable for each meeting or event.
- H. The UK Chapter social media accounts must not be used in any way that is unethical, that may damage the reputation of IIOM or bring it into disrepute, or to follow, repost or “like” etc. posts that have no relevance to obsolescence or related topics.

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