



## **RULE BOOK**

### **THE CHARTERED INSTITUTE OF JOURNALISTS**

Incorporated by Royal Charter 1890

and

### **THE INSTITUTE OF JOURNALISTS (TRADE UNION)**

Incorporating amendments up to and including those  
sanctioned at the Annual General Meeting 14 October  
2017

fully with any enquiry held by the Independent Press Complaints Organisation (IPSO) except where sources are compromised, and, subject to any legal advice you may receive.

3. You will behave in a transparent way. This will include declaring your professional status in any publication in which you operate. You are not required to maintain the same professional name, but must seek not to practise deception on the reader or viewer at any time.
4. If a factual inaccuracy is discovered in your work, you will seek to have it corrected at the first available opportunity, in the same format of publication, and with due prominence so that similar readership will be aware of the correction.
5. You will not request or accept payment for the publication of editorial matter under whatever guise, which compromise your editorial independence.
6. You will not accept money, or any other inducement whatsoever, to manipulate editorial comment unless it is clearly identified.
7. You will maintain the confidences you agreed with any contributors.
8. You will respect the work of other media professionals and will not seek to undermine exclusive stories submitted by freelance contributors.
9. You will check sources and understand that previously published material may not always have been created using the exacting standards of a professional journalist and will independently seek to verify that the information is accurate.
10. You will defend the principles of a free press and freedom of speech and will do nothing to damage these principles.
11. You should recognise that there is more than one side to any subject, and that responsible reporting is clear about what it omits, as well as what it includes in order to communicate the complexity of the human condition and experience.
12. You should be able to compensate sources of any kind in proportion to the public interest value of their information and the risks they are undertaking.

## THE CHARTER of The Institute of Journalists

VICTORIA, BY THE GRACE OF GOD, of the United Kingdom of Great Britain and Ireland, Queen Defender of the Faith; TO ALL TO whom these Presents shall come, Greeting;

WHEREAS certain of Our subjects Members of an Association or Society Formerly known as "The National Association of Journalists," and now known as "The Institute of Journalists," whose names are hereinafter set forth have petitioned Us For a Charter of Incorporation such as is in hand by these Presents granted.

AND whereas We are minded to comply with the prayer of such petition. NOW therefore We of Our especial grace certain knowledge and mere motion Do hereby for Us Our Heirs and Successors will grant direct appointment and declare as follows:—

1. HUGH GILZEAN REID of Warley Hall, Worcestershire, Journalist; SIR ALGERNON BORTHWICK, Baronet, Member of Parliament, of 139, Piccadilly, London, Journalist; EDWARD LAWSON, of Hall Barn, Beaconsfield, Buckinghamshire, Journalist; SIR EDWIN ARNOLD, Knight, Master of Arts, of 21, West Cromwell Road, Kensington, Middlesex, Journalist; JUSTIN MACCARTHY, Member of Parliament, of 20, Cheyne Gardens, Chelsea, Middlesex, Journalist; JAMES MACKENZIE MACLEAN, Member of Parliament, of 40, Nevern Square, Earl's Court, Middlesex, Journalist; PETER WILLIAM CLAYDEN, of 13, Tavistock Square, London, Journalist; HARRY FURNISS, of 23, St. Edmund's Terrace, Regent's Park, London, Journalist; EDWARD RICHARD RUSSELL, of Liverpool, Journalist; JOHN ARCHIBALD WILLCOX, of Liverpool, Journalist; THOMAS SOWLER, Colonel, of Manchester, Journalist; HENRY FLINT, of Manchester, Journalist; JOHN THACKRAY BUNCE, of Birmingham, Journalist; JAMES ANNAND, of Newcastle-on-Tyne, Journalist; WILLIAM DUNCAN, of Newcastle-on-Tyne, Journalist; ROBERT EADON LEADER, Bachelor of Arts, of Sheffield, Journalist; CHARLES CLIFFORD, of Sheffield, Journalist; ALBERT GROSER, of Plymouth, Journalist; THOMAS DAVID TAYLOR, of Bristol, Journalist; ROBERT

63.7

As soon as practicable after the ballot the General Secretary shall take such steps as are reasonably necessary to ensure that all persons entitled to vote in the ballot on the question to be determined are informed of the number of votes cast, the number of votes rejected, and the number of votes given for and against the question(s) to be determined or (where the ballot was conducted to determine an election) the number of votes cast for each candidate.

63.8

The Professional Practices Board shall ensure that counted and rejected ballot papers and lists or other records of Members used for the ballot are kept available for at least 12 months.

- status and the improvement of the qualifications of all Members of the Journalistic profession;
- (c) The ascertainment of the law and practice relating to all things connected with the Journalistic profession and the exercise of supervision over its Members when engaged in professional duties;
  - (d) The collection, collation and publication of information of service or interest to Members of the Journalistic profession;
  - (e) Watching any legislation affecting the discharge by Journalists of their professional duties and endeavouring to obtain amendments of the law affecting Journalists, their duties or interests;
  - (f) Acting as a means of communication between Members or others seeking professional engagements and employers desirous of employing them;
  - (g) Promoting personal and friendly intercourse between Members of the Institute; holding conferences and meetings for the discussion of professional affairs, interests and duties; the compilation, constant revision and publication of lists and registers of Journalists and of records of events and proceedings of interest to Journalists;
  - (h) The formation of a library for the use of Members of the Institute;
  - (i) The encouragement, establishment or development of a professional journal for Journalists;
  - (i) The promotion, encouragement or assistance of means for providing against the exigencies of age, sickness, death and misfortune;
  - (k) The acquisition by the Institute of a hall or other permanent place of meeting and of other places of meeting;
  - (l) Securing the advancement of Journalism in all its branches and obtaining for Journalists as such formal and definite professional standing;

63.5.2 Where any Members are given a semi-postal vote the Professional Practices Board shall determine the date by which ballot papers shall be supplied to the ballot officers, the date by which ballot papers shall be handed out or made available, which shall be not less than 3 weeks before the date on which the counting of votes will commence, and the time or times and place at which ballot papers shall be made available to each Member.

63.5.3 The Professional Practices Board shall ensure that, by the appropriate date, each ballot officer is supplied with a sufficient number of ballot papers and sealable, postage-paid envelopes, the latter carrying the words 'ballot paper' and addressed to 'The Counting Officers, Io(TU)' followed by the address of Head Office.

63.5.4 Each Member given a semi-postal vote shall, by the date determined under S.O.63.5.2, either be handed a ballot paper and envelope by a ballot officer or a person acting under a ballot officer's supervision, or have a ballot paper and envelope made available to him immediately before, immediately after or during his working hours.

63.5.5 Where in particular circumstances it is not or is no longer reasonably practicable for a ballot paper and envelope to be handed or made available to a Member by the date determined under S.O.63.5.2, a ballot paper and envelope shall be provided as soon as is reasonably practicable after that date, to give a convenient opportunity to vote by post.

63.5.6 So far as is reasonably practicable, every Member given a semi-postal vote who is not handed his ballot paper shall be informed of the time or times and place at which his ballot paper will be made available to him.

63.5.7 At every place where ballot papers are to be made available to Members, a notice stating the time or times and place at which ballot papers and envelopes will be made available shall be displayed for at least 14 days before the earliest time appointed for the making available of ballot papers and envelopes.

63.5.8 Each Member given a semi-postal vote who is not handed a ballot

laws theretofore made. Provided that no such Bye-laws or any such revocation, alteration or amendment shall take effect until the same have or has been submitted to and sanctioned by a General Meeting of the Institute with respect to which due notice has been given that such new Bye-laws or such revocation, alteration or amendment will be taken in consideration at such General Meeting.

9. THE Bye-laws of the Institute may provide with respect to all or any of the following matters:

- (i) The carrying out of any of the objects of the Institute;
- (ii) The qualifications, election, a motion and classification of members of the Institute and the conditions of Membership (including contributions to the funds of the Institute);
- (iii) The qualifications, election, a motion, continuance in office and duties of the President, Vice-Presidents and Members of the Council and the number of Vice-Presidents and Members of the Council;
- (iv) The qualifications, appointment, dismissal, duties and remuneration of The Officers and Servants of the Institute;
- (v) The summoning, holding and proceedings of General Meetings (including the voting at such meetings and the rights and duties of Members present there at and the quorum necessary to constitute the same);
- (vi) The summoning, holding and proceedings of Meetings of the Council; the quorum of the Council and the business powers and duties of the Council;
- (vii) The appointment of Committees of the Council or Institute for inquiring and reporting to either the Council or General Meetings or for the management of any part of the affairs of the Institute or the promotion or execution of any of its objects;
- (viii) The management of the funds and property of the Institute and the conduct of the business of the Institute;
- (ix) The organisation of the Institute by the division of the United Kingdom or any parts thereof into Districts and the appointment

are placed unopened in a locked receptacle and so retained until the time fixed for counting votes.

63.3.2 Where in any particular circumstances (whether because it was not originally intended that the Member should be given a fully postal vote or otherwise) it is not, or it is no longer, reasonably practicable for him to be sent a ballot paper and envelope by the date determined under S.O.63.2.4, a ballot paper and envelope shall be sent as soon as is reasonably practicable after that date so as to give a convenient opportunity to vote by post.

63.3.3 The name of each Member to whom a voting paper is sent shall be checked off or recorded in a list or other record of members.

### **63.4 Workplace votes**

63.4.1 For each location to be used for voting, the Professional Practices Board shall appoint one chief scrutineer and at least one other scrutineer but wherever practicable two scrutineers to be in charge of the ballot.

63.4.2 The Professional Practices Board shall determine the date by which sufficient numbers of ballot papers and sealable envelopes shall be supplied to chief scrutineers, the date by which ballots shall be taken and the time or times and ballot locations for each workplace. A Member who cannot be given a workplace vote (whether because he is on holiday on the day or days when the workplace ballot is held, or otherwise) shall, so far as is reasonably practicable, be given a fully postal or semi-postal vote.

63.4.3 Where a Member is to be given a workplace vote a notice stating the time or times and place of the ballot shall be displayed for at least 14 days before the earliest time appointed for the ballot.

63.4.4 A separate room or part of a room shall be used for the ballot. The IoJ(TU) shall provide writing materials and a ballot box which shall be kept locked from the commencement of the ballot until the box is opened. The chief scrutineer shall be responsible for the safe custody of the ballot box.

therewith and these Presents and all such Supplementary Charters shall be construed as one instrument.

13. AND we do hereby for Us Our Heirs and Successors, Grant and Declare, that these Our Letters Patent shall be in all things good, firm, valid and effectual in the law according to the true intent and meaning of the same and shall be taken, construed and adjudged, in all our Courts and elsewhere, in the most favourable and beneficial sense and for the best advantage of the said Institute of Journalists, any misrecital, non-recital, omission, defect, imperfection, matter or thing whatsoever notwithstanding;

In WITNESS whereof we have caused these Our Letters to be made Patent WITNESS Ourself at Westminster, the third day of March, in the fifty-third day of Our reign.

THE SCHEDULE above referred to being the Provisional Bye-laws of the Institute of Journalists. (Here followed in the Charter the Provisional Bye-laws, since replaced by other Bye-laws).

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL  
MUIR MACKENZIE.

62.2

No industrial action shall be taken by any Member(s) without there first being a secret ballot of all Members likely to be affected by the dispute. Any such proposed action approved by secret ballot shall then be endorsed by the Council.

For the purposes of this Order, Council may delegate authority to the Professional Practices Board.

62.3

No executive action of any kind shall be taken by Chapters without reference to their local District or, in appropriate circumstances, local Region. When the urgency of a situation demands, reference may instead be made to the General Secretary. No Chapter shall conclude a house agreement unless a majority of its Members voting in a secret ballot has first approved the terms of such agreement. The procedure for conducting such ballots shall be as set out in the S.O.63. Further, no agreement shall be concluded before it has been submitted in its final terms to Head Office so that the national officers may advise the Chapter officers of any contravention of the IoJ(TU) policy or of any other matters they think it appropriate to draw to the attention of the negotiators.

## **63 IoJ(TU) ballots**

### **63.1 Ballot papers**

63.1.1 Each ballot paper shall carry an identifying stamp or seal of the IoJ(TU).

63.1.2 Ballot paper shall include a statement on the method of voting and that the Member shall not sign or make any other mark on the ballot paper nor insert anything else in the return envelope.

63.1.3 The paper shall also include a direction to the Member (if voting by post) as to where the envelope provided is to be sent and the date by which the envelope must reach its destination and (if not voting by post) where the envelope is to be placed.

### **63.2 Voting procedure**

63.2.1 Voting shall be by secret ballot. No Member shall be entitled to more

## **SUPPLEMENTAL CHARTER**

ELIZABETH THE SECOND BY THE GRACE OF GOD of the United Kingdom of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith: TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING:

WHEREAS Her Majesty Queen Victoria in the year of our Lord One thousand eight hundred and ninety by Royal Charter dated the third day of March in the fifty-third year of Her Reign (hereinafter referred to as "the Charter") constituted a body corporate and politic by the name of "The Institute of Journalists" (hereinafter referred to as "the Institute");

AND WHEREAS in the year One thousand nine hundred and seventy-one by Letters Patent dated the twenty-eighth day of January in the nineteenth year of Our Reign We were graciously pleased to grant to the Institute a Supplemental Charter (hereinafter referred to as "the Supplemental Charter") by which the objects and purposes of the Institute were extended and Article 12 of the Charter revoked:

AND WHEREAS it has been represented unto Us that it is expedient that certain provisions of the Supplemental Charter should be revoked:

AND WHEREAS application has been made unto Us to grant the Institute a further Supplemental Charter for the above-mentioned purpose:

NOW THEREFORE KNOW YE that We, by virtue of Our Prerogative Royal and of all other powers enabling Us in that behalf of Our especial grace, certain knowledge and mere motion granted and declared and by these Presents do for Us, Our Heirs and Successors grant and declare notwithstanding anything to the contrary contained in the Charter or Supplemental Charter that all the provisions of the Supplemental Charter save that of Article 1 thereof (whereby Article 12 of the Charter was revoked) shall be and the same are hereby revoked.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourself at Westminster the thirteenth day of October in the twenty-fourth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL

N. E. LEIGH.

## TRADE UNION ACTIVITIES

### 61 Professional Practices Board

61.1 There shall be a Professional Practices Board within the IoJ(TU) which shall be considered an executive and advisory committee, whose role is to work closely with and advise the IoJ(TU) General Secretary and be responsible for the management of all such matters as relate to Trade Union activity, including the remuneration, hours and working conditions of Members.

61.2 The Professional Practices Board shall be empowered on behalf of the IoJ(TU) to negotiate and conclude agreements on salaries and conditions of employment with any organisation which employs Members or any organisation representing such employers and having power to negotiate on their behalf.

61.3 The Professional Practices Board should consist of representatives of the various journalistic disciplines and occupations of Members, specifically employees of national newspapers and agencies, provincial newspapers and agencies, broadcasting and public relations, and freelancers. These categories may be amended or added to at the discretion of the Professional Practices Board. Representatives shall be elected by the Members at the IoJ(TU) AGM from a list of candidates in accordance with the provisions of Standing Order 33. In the event of vacancies occurring between annual meetings, the Chairman and General Secretary may jointly co-opt suitable members to fill those vacancies bearing in mind the need for working experience in the areas of those occupations.

61.4 The Professional Practices Board shall normally confer by electronic communication but will meet at least once in each year, with other meetings as necessary at the discretion of the General Secretary and Chairman. At its first meeting in each year, the Board may elect from its own Members a Chairman and Vice Chairman. Between meetings of the Board the chairman and in his or her absence, the vice chairman, shall be vested with the full powers of the Board to manage those affairs for which the Board is responsible, subject to the direction and approval of the Board. Members of the Board shall be entitled to

## BYE-LAWS

(Amending Bye-laws allowed by the Lords of the Council, 20th November, 1903, made by the Council, 11th May, 1912, and sanctioned by a General Meeting of the Institute, held on 26th, 27th and 28th August, 1912, as required by the Charter.)

Allowed by the Lords of the Council, 26th March, 1913.

Further amendments by the Council 29th June, 1963, sanctioned by a General Meeting of the Institute on 6th September, 1963, and allowed by the Lords of the Council on 22nd April, 1964.

Further amendments by the Council or 26th February, 1966, sanctioned by a General Meeting of the Institute on 14th June, 1966, and allowed by the Lords of the Council on 24th October 1966.

Further amendments by the Council on 1st July, 1978, sanctioned by a General Meeting of the Institute on 18th September 1978, and allowed by the Lords of the Council on 23rd March, 1979.

## Qualification and Membership

1. There shall be two professional classes of membership of the Institute, called respectively Fellows and Members; and a class of Junior Members, consisting of persons not less than 16 years of age, undergoing preparation for professional membership. There shall be also two non-professional classes, called respectively Affiliates and Honorary Members.

2. The qualifications recognised for the admission of any person to the class of Member are as follows, viz:

(a) That he has been for not less than three years, professionally, habitually, and as his sole or chief occupation, engaged-

Upon the staff of a Journal or news agency in the capacity of editor, writer or leading, special, or other articles, correspondent, artist, literary manager, assistant editor, sub-editor, or reporter; or

In supplying Journals or news agencies with articles, illustrations, correspondence, or reports; or

34.3.3 Written applications must be made on the form supplied by the Head Office of the Institute.

34.3.4 The Pension Fund committee will consider all applications on their merits in the light of the information supplied to them on the recognised form of application.

34.3.5 The committee shall have power to review the grant should the circumstances of the pensioner undergo any substantial change.

34.3.6 In all matters except in the voting of pensions and the investment and disposal of funds, the committee shall be subject to direction by the Council of the Institute, but subject to this provision the committee shall exercise all such powers as they may deem necessary for the purpose of carrying out the objects of the Fund.

34.3.7 The funds shall be held by Trustees in accordance with the terms of the declaration of Trust dated September 10th, 1936.

34.3.8 The Fund shall pay its own management expenses.

## 35 Common Seal

35.1 The keys of one of the locks of the Common Seal of the Institute shall be held by the Treasurer for the time being and the keys of the other lock by the General Secretary of the Institute. They shall be jointly authorised to attach the Seal to any certificates or other documents which may require the Seal in order to give due effect to the resolutions of the Council or of any duly authorised committee. Provided that in the case of and during the continuance of any vacancy in the office of Treasurer or General Secretary, or in the case of and during the absence or incapacity of the Treasurer or General Secretary, the President or a member of the Council appointed by him in writing shall be authorised to act in such interval in respect of the Common Seal.

## 36 Certificates of membership

36.1 Certificates of membership of the Annual Conference or other General Meetings of the Institute may be issued as provided in Standing Orders.

educational or other qualifying tests as the Council, by Standing Order or otherwise, may specify.

8. The Council shall have power to remove from the Roll any professional Member whose connection with Journalism has ceased, or to transfer such Member to one of the non-professional classes, or in their discretion to retain such Member in the class of Fellows or Members.

9. The Council shall have power, at any time for cause shown, to rescind the election of any Member or to transfer him to another class of membership.

10. The Council shall have power by Standing Order or otherwise to make such regulations as from time to time they may find desirable with regard to the methods of election or rejection of candidates for membership. The Council may provide for provisional or probationary admission to the classes of Junior Members and Members.

11. Fellows of the Institute shall be entitled to append to their names the initials FCIJ, Members the initials MCIJ.

12. Junior Members, Affiliates, and Honorary Members shall be entitled to attend and to speak at meetings of the Institute, but not to exercise any vote in relation to the affairs of the Institute, save that Junior Members who are not less than 18 years of age shall be entitled to vote on any question that relates directly and exclusively to the remuneration and conditions of employment of junior journalists. For the purpose of this Bye-law junior journalists shall be persons undergoing any form of pupillage or other preparation for the profession of journalism that is approved by the Council or persons who however designated are not classified as senior journalists in any agreements regulating the remuneration and conditions of employment of journalists that may exist between their employers and the Institute

## Funds

13. Contributions to the funds shall, so far as they are a condition of membership in any class, be made in such manner and of such amounts as from time to time may be determined by the Council and approved



any additions thereto contributed either by the Institute or Members of the Institute or any other person or persons in the nature of donations, subscriptions, legacies or otherwise.

31.3 The Benevolent Fund shall be administered by the Council.

31.4 The Fund shall pay its own management expenses.

### 32 Widows' Fund

32.1 Ceased existence as of 2006 AGM and amalgamated with the Benevolent Fund.

### 33 Oak Hill and T P O'Connor Fund

33.1 The objects of the Oak Hill and T P O'Connor Fund are to assist journalists financially whether Members of the Institute or not who are sick aged or recuperating after illness. Contributions can be made towards medical treatment or to assist with general living expenses if in either case recipients are in poor and necessitous circumstances.

33.2 The Fund shall be administered by the Oak Hill and T P O'Connor committee which shall be elected annually by the Council and shall consist of five members, all of whom shall be Members of the Institute and three Trustees of the Fund ex officio (notwithstanding the provisions of S.O.15.3). Three members shall comprise a quorum. The committee shall elect its own Chairman at its first meeting after the first meeting of Council in each year subject to the provisions of S.O.15.3.

33.3 The committee shall be charged with making grants from and the raising of moneys for the Oak Hill and T P O'Connor Fund and shall report to each meeting of the Council.

33.4 Nominations for membership of the committee, together with the nominees' consents, must reach the General Secretary at least fourteen days before the date fixed for the first meeting of the Council in each year. In the event of the number of nominations exceeding five, the General Secretary shall issue through the post to each member of the Council a ballot paper containing the name of the candidates, their year of entry into the Institute and their present position in journalism.

appointed in such manner as may be provided by Standing Orders made in due compliance with Article 4 of the Charter.

20. The Council shall act in all matters as the governing body of the Institute, but shall pay due regard to resolutions adopted by General Meetings of the Institute, subject to the provisions of the Charter and Bye-laws.

21. The Council shall have power to appoint Committees and to delegate to such Committees such powers and duties of the Council as may be found desirable.

22. Should any of the offices of the Institute become vacant by resignation or otherwise during the course of any year, the Council shall be empowered to fill such vacancies until the next General Meeting or to leave them vacant, as may seem desirable.

### Seals, Forms etc.

23. The Council shall have power to make any orders or regulations for the custody, use, or application of the Common Seal. The Council shall have power to adopt a Small Seal, and to make orders or regulations for the custody, use, or application of the same; and the Small Seal, if authorised shall be valid for the purpose of credentials of membership and other minor uses, but not for the purposes of any contract, document, or matter for which the Common Seal is necessary.

24. The Council shall be empowered to authorise and require the use and observance of such Forms, Documents and Regulations as may be found necessary or desirable for promoting and assuring the observance of the provisions of the Charter and Bye-laws of the Institute. The Council shall be empowered also to decide any questions which may arise as to the intent and meaning of these Bye-laws or of any Standing Orders or Regulations. Provided that all such Forms, Documents, Regulations, and decisions prescribed and given by the Council shall be subject to power of revision by General Meeting of the Institute.

### Certificates and Credentials

25. The Council shall have power to issue such permanent periodical,

- 30.2 To be eligible to receive assistance from the Fund, children must have lost the support, through death or total incapacity, of one or both parents. A surviving parent must be in such circumstances as to require financial assistance for the education and proper support of the children.
- 30.3 A child may also be considered as an orphan, if the Orphan Fund Committee consider that a parent or parents are unable, temporarily or permanently, to provide proper support.
- 30.4 Children shall be eligible for assistance from the Fund up to the age of 18 years but, with the approval of the committee, assistance may be given during any period of higher or further education beyond that age, or in any other special circumstances.
- 30.5 Before making any grant the committee may require evidence as to the following:
- (a) the parent's current membership, in good standing, of the Chartered Institute of Journalists, at the time of death or incapacity
  - (b) the birth of the child or children
  - (c) the death or incapacity of the parent
  - (d) the financial circumstances.
- 30.6 Orphans may reside either with the surviving parent, a foster parent, or in a home, school or orphanage approved by the committee.
- 30.7 No grant may be for more than one year at a time, but it may be renewed or extended indefinitely at the discretion of the committee.
- 30.8 Application for a grant, or the continuance or extension of a grant, must be made by the surviving parent, nearest surviving relative or guardian until the age of maturity.
- An application for renewal or extension must be sent in at least two months before the expiry of the previous grant.

Divisions or branches of the Institute, or to affiliate kindred bodies, in any British Dominion, or in Foreign Countries, in such forms and under such conditions as by Standing Order or otherwise may be provided.

## Standing Orders

29. The Council shall have power from time to time to make Standing Orders known as Standing Orders of the Institute for regulating the affairs of the Institute subject to the provisions of the Charter and these Bye-laws. The Council shall also have power from time to time to revoke, alter or amend any Standing Orders theretofore made provided that no such Standing Orders or any such revocation, alteration or amendment shall take effect until the same has been submitted to and sanctioned by a General Meeting of the Institute to which due notice has been given that such new Standing Orders or such revocation, alteration or amendment will be taken in consideration at such General Meeting. A General Meeting of the Institute shall also have power to make Standing Orders or to revoke, alter or amend any Standing Orders theretofore made provided that (a) due notice is given to such General Meeting that such new Standing Orders or such revocation, alteration or amendment will be taken in consideration at the General Meeting and (b) no such new Standing Orders or any such revocation, alteration or amendment shall take effect until the same has or have been submitted to and sanctioned by the Council.

The expressions "Standing Orders" as used in these Bye-laws means Standing Orders duly made in accordance with this Bye-law.

- 28.3 The respondent Member shall have the right to submit in writing a reply to the complaint.
- 28.4 The complaint and the reply (if any) shall be submitted to the first meeting of the Council following the date of receipt of the complaint by the General Secretary, provided that not less than 21 days shall then have elapsed since the copy of the complaint was sent to the respondent Member. At this meeting, and at any subsequent regular or special Council meeting dealing with the complaint, and notwithstanding any other Standing Order to the contrary, all members of Council, including Past-Presidents shall be invited to be present for the entire meeting, shall receive equal notice of the meeting and its Agenda, shall receive copies of all papers relevant to the complaint, shall be entitled to vote, and shall be entitled to receive reimbursement of their expenses at the scale laid down in Standing Order S.O.17.1.
- 28.5 The Council may decide to hear evidence in the matter and may direct that such evidence be given either personally or by statutory declaration.
- 28.6 In the case of evidence by statutory declaration being furnished by either party, a copy (see subsection S.O.28.7) of such evidence shall be sent by the General Secretary, not less than seven days before the meeting at which the evidence is to be submitted, to the other party who shall have the right to give evidence in the same form in reply.
- 28.7 The complaint, the reply thereto, statutory declarations in evidence and any other statement or document shall be supplied in duplicate to the General Secretary by the complainant and respondent.
- 28.8 When oral evidence is given, either party may question or cross question the witnesses.
- 28.9.1 Either or both parties may, by special leave of the Council be represented by counsel or attorney.
- 28.9.2 Not less than seven days' notice of any such leave granted to one party shall be given by the General Secretary to the other party.

Trainee Members or Affiliates, except where the context makes it clear that any or all of these classes are referred to.

1.4 The Chartered Institute and the IoJ(TU) shall be served by the same President and Honorary officers; the same Region or Division representatives to Council and the same Professional Practices Board and Standing committees.

## 2 Objects

2.1 The objects of the Chartered Institute of Journalists are as defined in the Royal Charter of 1890.

2.2 The objects of the IoJ(TU) shall be:-

2.2.1 to organise members of the journalistic profession and to improve their salaries and conditions of employment by regulating the relations between Members and their employers;

2.2.2 to provide such benefits to Members as may be determined in accordance with these Standing Orders;

2.2.3 to carry out such other activities for the benefit of the Members as the Council or General Meeting may determine.

## 3 Election to membership

3.1 Membership of the Chartered Institute of Journalists means also membership of the Institute of Journalists (Trade Union) unless the individual is disqualified from membership of the latter. Those disqualified are Members who are in any capacity able to exercise the powers of an employer in the appointment or discharge of journalists or in matters relating to remuneration, house and working conditions of journalists. Members so disqualified may nevertheless receive assistance from the Institute in respect of their own employment. The owning of shares in a company shall not in itself be a disqualification.

3.1.1 Any candidate qualified for Membership or Affiliation of the Institute under Bye-laws 1, 2, 4 and 5 or otherwise engaged in the professional practice of any form of journalism may be elected either by the Council

should also supply information required for the administration of unemployment benefit and the charitable funds of the Institute in their areas.

- 26.5 A meeting of each District shall be held at least once in every quarter.
- 26.6 Regions may establish, dissolve or re-establish Districts as occasion demands.
- 26.7 Regions and Districts, or in cases of urgency the General Secretary, may authorise the formation of Chapters in any office, or group of offices of one employer, where two or more non-employing Members work.
- 26.8 Each Chapter shall appoint a Convenor who shall call meetings when occasion arises, keep a record of proceedings and maintain contact with the convenors of the local District and Region as appropriate. Each Chapter may appoint such other officers as deemed necessary.
- 26.9 Regions and Districts may, at their discretion, make grants from their funds to Chapters in their areas.

## 27 Complaints (Change to Grievances)

- 27.1 Any member wishing to raise a professional grievance shall first do so with the General Secretary. If the member is dissatisfied with the response, he may appeal to the President who will raise the matter with Council.
- 27.2 Where a grievance is raised against another Member or Members, a written statement shall be provided before the committee considers the matter.
- 27.3 If Council is unable to settle the grievance, or if in the opinion of the President there is no Region or Division committee competent to examine the grievance, the President shall nominate a sub-committee of three Past-Presidents who shall not be associated with the Region or Division in which the dispute arises and who shall have power to hear both parties and decide between them.

months' subscriptions and applications must be accompanied by a remittance for this amount. Refunds of the whole amount paid will be made to unsuccessful applications. Subscriptions shall be payable from the first day of the month in which the applicant is elected.

- 3.4 A candidate of less than three years experience in journalism, or a candidate who has obtained a diploma in journalism or taken such a degree of any University or obtained such equivalent academic qualifications as may be approved for the purpose by Council and in addition has been for not less than one year engaged as his sole or chief occupation in journalism may be elected a Trainee Member. Such Trainee Members shall be entitled to vote in relation to the affairs of the Institute. On the second anniversary of such election the Region or Division to which the Trainee Member belongs shall ascertain whether the Trainee is eligible for transfer to the class of Member. If so, the transfer shall be effected; if not, the trainee membership shall terminate and the name shall be removed from the Roll. A Trainee Member shall not be less than 21 years of age.
- 3.5 Persons not less than 16 on joining a journalistic staff or entering on a recognised journalistic training course shall be eligible for election as Trainee or Student members respectively. Trainee and Student membership are categories of Junior membership under Bye-law 12 and shall have corresponding rights and obligations within the Institute. On becoming qualified for trainee or full membership a Student member must be transferred to the appropriate category.
- 3.6 Public relations practitioners shall be eligible for membership provided their duties are comparable with newspaper, broadcasting or periodical editorial work. Practitioners engaged solely in advertising are ineligible.
- 3.7 On taking up permanent residence in the British Isles, a member of the International Division may ask to be transferred to a Region or Division, with the consent of that Region's or Division's committee.
- 3.8 To qualify for election as an Affiliate an applicant must be engaged in the communications industry other than as a journalist or in writing, photography, art or occasional journalism in circumstances that would not normally compete with those qualified for professional

with the nominees' consents, must reach Head Office at least fourteen days before the date fixed for the meeting of the Council. In the event of the nominations exceeding five, Head Office shall issue through the post to each member of the Council a ballot paper containing the names of the candidates, their year of entry into the Institute, any one office held in the Institute and their present position in journalism. The ballot papers shall be returnable not later than half an hour after the Council meeting opens. The votes shall be counted and the result certified by a committee of three scrutineers who are not candidates for election. Should the number of nominations be less than five, the Council may nominate as many as shall make up the maximum number.

22.3 The committee shall elect its own Chairman at its first meeting after the first meeting of Council in each year subject to the provisions of S.O.17.3. Three members of the committee shall comprise a quorum.

## 23 Region and Division Rules

23.1 Each Region shall have a Region committee consisting of the convenors of the Districts within the Region and all representative and ex-officio members of the Council who are members of the Region. At its first meeting in each year the Region committee shall elect from among its number a Region chairman and may appoint a vice-chairman, honorary secretary and honorary treasurer or, without making such appointments, may allocate specific duties to individual members of the committee. The committee shall also elect an honorary auditor or auditors, or independent examiner, who shall not be members of the committee. Retiring officers, including the chairman, shall be eligible for re-election.

23.2 In Regions not subdivided into Districts, the Region committee may also include not fewer than one and not more than five elected representatives for each fifty Members in the Region. Such Regions shall be deemed to combine the functions of both Region and constituent Districts.

23.3 Subject to the provisions of S.O.16 and S.O.20, Divisions shall appoint officers and committees in accordance with the rules and constitutions of the Divisions.

the meeting at which nomination and/or election takes place shall be eligible for election to Life Fellowship.

6.3 Nomination shall be by any three members of Council.

6.4 There shall be not more than 10 Life Fellows at any one time.

6.5 Life Fellows shall not be liable to pay any subscription.

## 7 Subscriptions

7.1 Rates of subscription for the various classes of member shall be as decided from time to time by Council and the Annual General or Special General meetings of the Institute and shall include such amounts as determined from time to time for the Ioj(TU).

7.2 Reduced rates of subscription may be set for Fellows and Members who have retired from active journalistic work and have paid not less than ten annual subscriptions. Such special rates of subscription shall be as set by Council and the Annual General or Special General Meeting of the Institute.

7.3 The Council or the committee of a Region or Division shall have power to refuse the subscription of any Member or, if his subscription has been accepted, instruct the Honorary Treasurer to refund such subscription.

7.4 Payment of subscription shall be made to the Head Office of the Institute. Any subscriptions collected by Regions, Divisions, Districts or Chapters on behalf of the Institute shall be remitted forthwith to the Honorary Treasurer at Head Office.

7.5 Subscriptions paid annually are due on election and on the 1st of January in each succeeding year. Instalments paid half-yearly, quarterly or monthly are due on election and on the first day of each succeeding relevant interval.

7.6 Every subscribing Member shall remain liable for the payment of his subscription until the expiry of three months' notice in writing to Head Office of the Institute of his intention to resign, unless he shall have forfeited his membership by order of the Council.

address to which official communications may be sent, and to notify Head Office as and when any changes occur in this address.

19.3 Exceptionally, members may opt to receive communications by regular postal mail, instead of or in addition to electronic communication. The Institute shall endeavour to ensure safe and prompt delivery of communications but shall not be responsible for any delay or failure to deliver.

## 20 Organisation

20.1 The General Secretary has authority over the staff employed on Institute matters but shall refer to the Council staff questions requiring a policy decision and shall have the other powers and duties allotted to him in these Standing Orders.

20.2 The Council places full control in the hands of the President, the Honorary Treasurer and the General Secretary to act in urgent matters on behalf of the Council between meetings.

## Regions/Divisions/Districts

20.3.1 Members may form Regions and specialist Divisions. The Council may define and change the areas of Regions and may authorise the creation of new Regions and new Divisions at the request of any five or more members with common interests. The General Secretary shall be empowered, pending a meeting of Council, to declare any group of five or more Members a provisional Region or Division.

20.3.2 The Council shall have power to approve the rules and constitution of Divisions.

20.3.3 Members not attached to a Region or Division shall be placed on the Central Auxiliary List under the control of the Council.

## 21 International Division

21.1 The International Division committee shall consist of ten members elected by Council at the first Council meeting of the year.

7.15 Membership certificates, press cards and other credentials issued to members of any class under Bye-law 25 shall remain the property of the Institute and must be returned to the Institute on request if and when the member is lapsed or leaves the Institute for any other reason.

## 8 Finance

8.1 The financial year of the Institute, the Io(TU) and of the Regions and Divisions shall be from January 1 to December 31.

8.2 The Honorary Treasurer shall be responsible for drafting a budget and other financial planning for the consideration of Council. All subscriptions shall be paid to the credit of the Institute general fund out of which shall be met:

the general expenses of the Institute;  
grants for professional or legal aid voted by the Council.

8.3 The Council shall have power to deal with any surplus of income over expenditure occurring in any fund of the Institute in such manner as may be in accordance with the Charter and the Bye-laws and Standing Orders.

8.4 Any Regions, Divisions or Districts that anticipate calling on Head Office for financial support shall, wherever possible, submit a budget to the Honorary Treasurer before the end of the financial year in order that he may incorporate such sums as Council may agree into the Institute's annual budget plans.

## 9 General Meetings

9.1 The Annual General Meeting shall be called Conference. At least three months' notice shall be given of the place and date, which shall be decided by the Council. The accidental omission to notify any Member of the intention to hold a meeting shall not invalidate the proceedings at such meeting.

9.2 Special General Meetings may be called for specified purposes on notice of at least 14 days being given to Members either in the official Journal of the Institute or by circular, provided that the accidental

proposed and seconded by members of the Institute who have been in good standing for a continuous period of no less than two years.

16.4 Nominations shall be delivered to Head Office accompanied by the candidate's written undertaking to act, if elected, as a representative member of Council.

16.5 Such nominations shall be delivered not later than 15 December in each year although the Council is empowered to vary this date in any year to satisfy the requirements of subsection S.O.16.7 of this Order.

16.6 Should more than six valid nominations be received, voting papers listing the names of all candidates shall be sent to all duly qualified Members and a postal ballot conducted among them to elect six representative members. Members shall be entitled to vote for up to six candidates.

16.7 Completed voting papers must be received by Head Office of the Institute not later than a date to be determined by the Council in each year, such date being not earlier than three weeks after the issue of voting papers. The votes shall be counted by scrutineers, the number and manner of appointment of whom shall be as directed by the Council. The result of the ballot shall be declared by the General Secretary in time for elected members to take office at the first Council meeting in the following year.

16.8 The six candidates securing the highest number of votes shall be declared elected and shall take up office at the first Council meeting of the year. They shall remain in office until the first meeting of Council in the next following year.

16.9 Should one or more candidates tie for the final remaining representative member position, that position shall be determined by selection by the Council from the tying candidates.

16.10 Should a candidate, nominated for both Vice President and representative member positions, be successful in their candidacy for Vice President, their candidacy for representative member shall be declared void.

shall be available to Members by circular, or by publication in the official Journal of the Institute, at least three weeks before the Annual Conference. The Council may, however, by a vote of not less than two-thirds of its members present and voting, submit to the Conference any matter of an urgent nature of which previous notice has not been given.

9.7 Emergency resolutions may also be submitted to the Conference at the discretion of the Chairman to whom the text of the motion, together with the reasons for its being recommended by the proposer for emergency consideration must first be submitted in writing.

## 10 Standing Orders: changes

10.1 Proposed amendments to Standing Orders must be submitted with the precise wording of the amendment. Any proposal to change Standing Orders not presented in this form may be debated as a matter of principle but the amendment shall not be adopted until presented, precisely worded, either at a later stage of Conference, with the permission of the Chairman, or at a subsequent Conference or General meeting.

10.2 When a Standing Order has been amended or its amendment has been rejected by Conference and/or Council, no further amendment to that Standing Order which would have the effect of altering the decision already taken may be put until the expiry of two years from the date of the original decision, except with the consent of Council.

## 11 Conference attendance and voting

11.1 Each person attending the Conference must take out a Conference certificate.

11.2 Each Member of the Institute may introduce to the Conference one guest who shall be at least 18 years of age. Additional guests may be allowed in special circumstances.

11.3 All Members (except Members of the Region hosting the Conference) shall pay a fee of an amount to be determined each year by the Council before their conference certificates are issued to them and a further fee of an amount to be determined each year by the Council for each guest.

14.1.6 If no nomination is delivered to Head Office by the due date, or such other date as may be determined by Council under subsection S.O.14.1.2 of this Order, the Council at its next meeting shall appoint the Vice-President for that year who shall take office as President in the next but one following year in accordance with subsection S.O.14.1.5 of this Order. The President and Vice-President shall serve both Chartered Institute and IoJ(TU).

14.2.1 The President, Vice-President and the Immediate Past President shall be ex officio members of all committees. Save as provided in subsection S.O.14.2.2 below and in S.O.61 the President's duties shall include representing the Institute on all public occasions whenever present, of giving or withholding his casting vote as he thinks fit at business meetings over which he presides in accordance with S.O.9.3 and ruling on any question of procedure or putting such matter to the vote as he thinks fit.

14.2.2 On all public and other occasions arranged by or concerned with matters under the control of the Professional Practices Board, the Institute shall be represented by the Board's chairman or some other member of it appointed by him.

## 15 The Council

15.1 The Council shall consist of the President, the Vice-President, the immediate Past-President, the Honorary Treasurer, the Chairman of the Professional Practices Board, the Chairman of the International Committee and the six elected and two co-opted representative members. Any members of the Council who are not members of the IoJ(TU) shall withdraw when trade union matters are being discussed.

15.2 All other Past-Presidents shall be entitled to attend and speak, but not vote, at all Council meetings.

15.3 Chairmen of standing committees of the Institute, other than Council officers, may be invited to attend Council in order to act as liaison officers between their committees and the governing body. They shall be entitled to speak but not vote at such meetings.

Division or District. Regions and their constituent Districts may not mutually support one another for this purpose. A motion moved by an individual Member shall not be debated unless supported by a Region, Division or District to which he does not belong, or another Member. In each case, support must be expressed immediately after the proposer and seconder have spoken.

12.4 The seconder of a motion or amendment may second formally and reserve the right to speak later in the debate.

12.5 Motions moved from the chair shall not require a seconder.

12.6 All amendments to motions should be submitted in writing to Head Office to arrive not later than ten days before the opening of the Annual Conference or General meeting. However, the chairman may accept other amendments at his discretion.

12.7 An amendment to a motion should be disposed of before any subsequent amendment is moved. If an amendment is carried the motion as amended shall become the substantive motion.

12.8 The proposer of a motion shall have the right to reply. No other Member, including the proposer of an amendment, shall speak more than once on the same question save by permission of the chairman or on a point of order or information.

12.9 The time allowed for speeches shall be decided by the chairman in the light of the extent and nature of the business to be transacted and shall be announced by him at the beginning of each item or session. In general, and when circumstances permit, the proposer and seconder of a motion or amendment shall be allowed ten minutes for his speech and each succeeding speaker shall be allowed five minutes.

12.10 The decision of the chairman on any point shall be final.

12.11 Any debate may be closed by a resolution "That the question be now put" being moved, seconded and carried, such resolution to be put to the meeting without debate, but no such motion shall be made without the consent of the chairman.