

# Member Rules

## 1. Membership Rules

These rules summarise the pertinent sections of the IoD's Constitution and are in addition to the IoD's Charter, By-Laws and Regulations, (collectively known as the 'Constitution').

- 1.1 Membership of the Institute is open to individuals only and is personal to each Institute Member.
- 1.2 Members agree to pay an annual subscription fee for every year of membership at the Institute. Annual subscriptions can be paid in advance and membership may be terminated if a Member fails to pay their fees, subject to the Board's discretion. Membership is not transferable and non-refundable.
- 1.3 Members agree to be bound by the Constitution and all rules and regulations made under it. Members are expected to conduct themselves in a professional manner and to treat others with courtesy.
- 1.4 Members who breach the Laws of the Institute, or who have a conviction, have been disqualified or have an undischarged bankruptcy may have their membership revoked in line with the Constitutional requirements and regulations.
- 1.5 Members undertake to inform the Institute Secretaries without delay if they become subject to conviction, bankruptcy or disqualification. Where there is evidence that this has occurred, this will be investigated in line with the Institute procedures.
- 1.6 Institute Members have the right to attend and vote at the Annual General Meeting (AGM). Members will be notified of the AGM and matters to be discussed in advance.
- 1.7 The IoD's Privacy Policy is accessible online at [www.iod.com/privacy](http://www.iod.com/privacy), or from the IoD Membership Department (for contact details see over). Information about Members is kept strictly confidential in accordance with the Data Protection Act 1998.
- 1.8 The IoD logo is a registered Trade Mark and Members may not use it in any document or publication, including the Internet, without the written authorisation of the Director General, Institute Secretaries or the Managing Director. Such authorisation will only be given in exceptional circumstances.
- 1.9 All debts of any kind incurred by a Member or their guests are the personal liability of that Member.

## 2. IoD Premises Rules

The rules apply to all IoD Premises. Certain additional rules may apply in some of the regional or international premises which will be shown on [www.iod.com/premises](http://www.iod.com/premises).

- 2.1 Institute Members are entitled to use the IoD premises and facilities whilst their membership is current.
- 2.2 The IoD's principal premises are located at 116 Pall Mall, London SW1Y 5ED. Other premises are listed at [www.iod.com/premises](http://www.iod.com/premises).
- 2.3 IoD opening hours vary according to the premises. As a guide, 116 Pall Mall is open from 8am until 11pm Monday to Friday. Details online at [www.iod.com/premises](http://www.iod.com/premises).
- 2.4 On entering Institute premises, every Member must produce their membership card. All premises require a 'checking-in' procedure which we use for management and security purposes. If requested, Members shall provide identification along with their membership card.
- 2.5 Members may not use the premises as a regular substitute for their office. Members using these rooms may not:
  - (a) Hold meetings of more than four people at a time. (Please note that Business Centre Rooms are available for hire for such meetings)
  - (b) Members are not allowed more than 3 guests in communal areas. Members are not expected to use more than one table or booth at any one time
  - (c) The wine bar may be used to accommodate more than 3 guests as an exception
  - (d) Networking tables are available to facilitate informal networking with other members and should not be used for meetings of more than 4 people
  - (e) Use the communal rooms at any IoD premises on more than 52 days in a calendar year or as otherwise stated in your membership benefit package. These comprise of the Director's room, Carlton Room, the Library, Café Duke and Regional Premises
  - (f) Reserve tables and chairs by leaving papers and other items unattended for more than 15 minutes. Any unattended items will be removed by Security
  - (g) Members may leave items in the cloakroom. Items can be stored overnight on an exceptional basis with prior permission from Management. Items are left at the owners' own risk
  - (h) Publish the name, address, telephone or fax numbers of the premises on their business communications which might give the impression that they are those of their own business or office
  - (i) Direct mail to IoD premises for collection
  - (j) Use IoD staff to collect and receive mail, phone calls or messages other than on an exceptional basis agreed in advance by Management.

*(continued overleaf)*

- 2.6 Every Member is responsible for any damage to the premises and its contents, which is caused by that Member and their guests. We expect Members to repay in full the cost of any damages.
- 2.7 The IoD accepts no liability for death or personal injury caused to a Member or guest, nor is the IoD liable for lost or damaged personal property, unless this is caused as a result of the IoD's negligence or breach of contract.
- 2.8 The IoD catering facilities are governed by both liquor licence and food hygiene regulations. Therefore, Members using the premises may not:
  - (a) Carry on any betting, gaming or auction sale
  - (b) Bring in food or drink that has not been purchased at the IoD; unless attending events in the Business Centre and Second Floor functions rooms
  - (c) Bring pets (with the exception of guide dogs) into the premises.
- 2.9 Please note that CCTV operates throughout the premises for security reasons.
- 2.10 We ask that no filming or photography takes place within the premises without prior permission in writing from Management.
- 2.11 Members are asked to act with courtesy to their fellow Members when holding meetings and using technology in the communal rooms.

### **3. IoD Premises Member Guests**

- 3.1 Institute Members may invite guests to accompany them in the premises (up to 3 guests in free meeting areas as per section 2).
  - (a) Members are required, to notify reception staff of the names of their guests when they enter Institute premises. Guests of members may only use the facilities when accompanied by their host member. Members should not leave their guests unaccompanied for longer than 15 minutes
  - (b) Every guest should be signed in at Reception and must leave with their host Member
  - (c) Members will be held personally responsible for the conduct of their guests and their compliance with the Member Rules
  - (d) Children are permitted to enter the premises; Management reserves the right to exclude those Children who are interrupting the carrying out of business on the premises.

### **4. Exclusion from IoD Premises**

- 4.1 An Institute Member or guest can be excluded, temporarily or indefinitely, from any IoD premises on the grounds of security, safety or propriety or for any of the reasons given under clauses (a) or (b) below. If the exclusion is for a period of more than 72 hours, notice must be served in writing to the Institute Member within 72 hours of the exclusion taking effect or as soon as practical thereafter. No Institute Member will be excluded for more than 21 days unless a Notice of Disciplinary Proceedings has been served. The exclusion of an Institute Member may be ordered.
  - (a) By any IoD Premises Manager or Front of House staff for up to 48 hours
  - (b) By the Director General, or the Institute Secretaries or the Board whatever the period of exclusion may be. Reasons for excluding a Member taking such action include: non-compliance with these rules, behaving in an inappropriate manner, causing disruption, embarrassment or offence, abusing staff or Members, or if the Institute Member or their guest appears to be under the influence of drugs or alcohol.

### **5. IoD Premises Dress Code**

- 5.1 IoD premises are a place for business; Members and their guests should dress as they would for their business needs. The IoD reserves the right to exclude Members and their guests if inappropriately dressed.

---

From time to time these rules may be revoked, altered or added to by the IoD. The IoD will update the Rules on the website and highlight the changes in regular email communication. Any dispute relating to these Rules will be determined by the Director General, the Institute Secretaries or the Managing Director.

Copies of these Rules are available online: [www.iod.com/constitution](http://www.iod.com/constitution) or by contacting the Membership Department on: 020 7766 8866.

Junior Bammeke and Abigail Chase, Joint Institute Secretaries