

# **THE TOURISM MANAGEMENT INSTITUTE (TMI) BYELAWS MADE UNDER SECTION X, ARTICLE 101**

The following byelaws, not being inconsistent with the Articles or the Companies Act 1985 - 1989, were adopted at the General Meeting on 5 September 2007.

## **CONTENTS**

- I) Definition of Tourism Destination Management (Article 3)
- II) Eligibility Criteria for Corporate Membership (Articles 15-22)
- III) Eligibility Criteria for Non-Corporate Membership (Articles 29-34)
- IV) Fees and Subscriptions (Articles 35-40)
- V) Terms of Office (Article 42)
- VI) National Groups and Regional Branches (Articles 46)
- VII) Election Procedures and Voting for the National Council (Section IX)
- VIII) Powers of the Executive Board - Financial Management (Article 76)
- IX) Powers of the Executive Board - External Liaison (Article 76)
- X) Delegated Powers to Committees and Sub-Committees (Article 82)
- XI) Code of Conduct (Article 10)
- XII) Election Procedures and Voting for the Executive Board (Section VIII)

## **I) Definition of Tourism Destination Management (Article 3)**

### **i) Principal Definition**

“Tourism Destination Management is the activity of managing tourism in specific geographical locations for the economic, social and environmental benefit of the recipient business and residential communities.”

### **ii) Enlarged Definition**

For the purposes of membership of the TMI, “Tourism Destination Management is the activities involved in informing or attracting visitors to and in geographical locations and for planning, developing, marketing, training and administering tourism services for the economic, social and environmental benefit of the recipient business and residential communities.”

## **II) Eligibility Criteria for Corporate Membership (Articles 15-22)**

### **i) FELLOW**

Every candidate for election as a Fellow of the Institute (FTMI) must satisfy criteria 1, 2 and 3:

- 1) shall be and have been a full Member of the Institute for not less than five years;
- 2) shall have obtained significant experience in tourism over a period of at least 10 years; and
- 3) shall demonstrate a record of significant achievement in tourism.

### **ii) MEMBER**

Every candidate for election as a Member of the Institute (MTMI) must satisfy criterion 1 or 2, plus criteria 3 and 4:

- 1) shall possess a relevant and endorsed professional/vocational qualification<sup>1</sup> achieved by examination and/or vocational assessment AND have obtained at least three years’ relevant practical experience in Tourist Destination Management in areas of work identified in criterion 4 below;

OR

- 2) shall be or have been employed or engaged in a position of responsibility in Tourism Destination Management (as defined by the Institute) in any of the areas identified in criterion (3) below, AND

shall have obtained at least five years relevant practical experience in Tourism Destination Management, in areas of work identified in criterion 4 below

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<sup>1</sup> A recognised professional qualification in a discipline other than tourism or membership of other professional institutes achieved by examination may be accepted as a relevant and endorsed professional qualification for the purposes of applications with respect to criterion 1.

- 3) shall be or have been employed<sup>2</sup> or engaged in Tourism Destination Management (as defined by the Institute) in any of the following areas:
- a) National or Regional Tourism Organisations
  - b) Visitor or Conference Bureaux
  - c) Local Authorities
  - d) Local or Area Tourism Partnerships
  - e) Tourist Information Centres or Guiding Services
  - f) Tourism Education or Training Services
  - g) Visitor Attractions or Visitor Centres
  - h) Museums, Galleries or Historic Properties
  - i) Countryside/National Parks
  - j) Regional and Sub Regional Destination Management Organisations
  - k) Private Sector Destination Organisations
  - l) Tourism Consultancy or Bespoke Tourism Services where Destination Management as defined by the Institute is the Organisation's primary area of work
  - m) Town Centre Management Organisations
  - n) Regeneration Organisations

AND

- 4) Shall have obtained the required practical experience<sup>2</sup> outlined in criteria 1 or 2 above in any of the following areas of work:

**Academic:** - Tutoring, lecturing or research that is ongoing, relevant and central to the function of Tourism Destination Management.

**Managerial:** - Directly undertaking work of a supervisory or managerial nature which is central to the function of Tourism Destination Management.

**Administrative/Technical:** - Providing ongoing, direct and relevant support to the execution of tasks that are central to the function of Tourism Destination Management.

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<sup>2</sup> Employment, engagement or experience obtained exclusively in the accommodation sector of tourism is ineligible in meeting the criteria for Corporate Membership of the Institute

iii) ASSOCIATE

Every candidate for election as an Associate of the Institute must satisfy criterion 1, or alternatively criteria 2 and 3:

- 1) shall possess a relevant and endorsed professional/vocational qualification<sup>1</sup> achieved by examination and/or vocational assessment;

OR

- 2) shall be or have been employed<sup>2</sup> or engaged in Tourism Destination Management (as defined by the Institute) in any of the following areas:
  - a) National or Regional Tourism Organisations
  - b) Visitor or Conference Bureaux
  - c) Local Authorities
  - d) Local or Area Tourism Partnerships
  - e) Tourist Information Centres or Guiding Services
  - f) Tourism Education or Training Services
  - g) Visitor Attractions or Visitor Centres
  - h) Museums, Galleries or Historic Properties
  - i) Countryside/National Parks
  - j) Regional and Sub Regional Destination Management Organisations
  - k) Private Sector Destination Organisations
  - l) Tourism Consultancy or Bespoke Tourism Services where Destination Management as defined by the Institute is the Organisation's primary area of work
  - m) Town Centre Management Organisations
  - n) Regeneration Organisations

AND

- 3) shall have obtained at least three years' practical experience<sup>2</sup> in any of the following areas of work:

**Academic:** - Tutoring, lecturing or research that is ongoing, relevant and central to the function of Tourism Destination Management.

**Managerial:-** Directly undertaking work of a supervisory or managerial nature which is central to the function of Tourism Destination Management.

**Administrative/Technical:** - Providing ongoing, direct and relevant support to the execution of tasks that are central to the function of Tourism Destination Management.

### **III) Eligibility Criteria for Non-Corporate Membership (Articles 29-34)**

#### **i) AFFILIATE**

Individuals who do not qualify for election as Corporate members may apply for Affiliate membership and receive such membership benefits as the Executive Board shall deem appropriate, including reduced rates for TMI events.

Affiliate membership shall be available to individuals employed by organisations in the following areas of activity:

- a) Publishing Houses, advertising agencies, consultants or suppliers of materials and services
- b) Operators of transport services or terminals
- c) Local Authorities, Advisory Bodies and Associations
- d) Educational Institutions
- e) National or Regional Tourism Organisations
- f) Visitor or Conference Bureaux
- g) Local Authorities
- h) Local or Area Tourism Partnerships
- i) Tourist Information or Guiding Services
- j) Tourism Education or Training Services
- k) Visitor Attractions or Visitor Centres
- l) Museums, Galleries or Historic Properties
- m) Countryside/National Parks
- n) Regional and Sub Regional Destination Management Organisations
- o) Private Sector Destination Organisations
- p) Tourism Consultancy or Bespoke Tourism Services where Destination Management as defined by the Institute is the Organisation's primary area of work
- q) Town Centre Management Organisations
- r) Regeneration Organisations

No person who is qualified for election as a Corporate Member may be admitted as an Affiliate.

#### **ii) STUDENT**

Every candidate for registration as a Student member must satisfy criteria 1 and 2:

- 1) shall have reached 18 years of age and have obtained examination passes at A level or N/SVQ/ GNVQ level 3 or the equivalent, AND
- 2) shall be registered and enrolled in full time, part time or distance learning, on a course of study leading to an endorsed professional/vocational qualification which is recognised by the Institute.

No person shall be elected or remain a student who is qualified for election as a Corporate Member.

#### **IV) Fees and Subscriptions (Articles 35 - 40)**

In determining the annual subscriptions for different grades of Corporate Member; Non-Corporate Affiliates and Students, the Executive Board shall first fix the subscription for a full Member and which shall equal 100%, the remaining rates being determined by reference to the following percentage structure subject to the discretion of the Executive Board to round the rates to the nearest £5 (five pounds):

Fellow	100%
Member	100%
Associate	100%
Affiliate	75%
Student	45%
Retired or Unwaged Fellow/Member/Associate	45%

The Executive Board may, at its discretion and upon receipt of a written request, grant a reduction in membership subscription to 50% of the Full Member rate currently in force to any member who for reasons of personal circumstance or return to full time study temporarily ceases to be employed or engaged in Tourism Destination Management (as defined by the Institute). Such reduction may be granted for a period of up to two years and will temporarily suspend that member's voting rights.

Annual subscriptions are due and payable in advance on April 1 in each year. Reminders shall be issued to all members whose subscriptions remain unpaid, as follows:

1 <sup>st</sup> reminder	30 days from date of invoice
2 <sup>nd</sup> reminder	60 days from date of invoice
Final notice	75 days from date of invoice

All members whose subscription remain unpaid 75 days from the date of invoice shall be deemed to have lapsed from membership and shall immediately lose access to all membership benefits. Any such member may be reinstated without undergoing the formal application process provided that they pay their outstanding subscription in full no later than 31 August in that membership year.

#### **V) Terms of Office (Article 42)**

Notwithstanding any determination to the contrary at the Annual General Meeting, the Honorary Secretary and Honorary Treasurer shall be elected biennially.

## **VI) National Groups and Regional Branches (Articles 46)**

- i) National Groups shall be established and named, as set out, in the following areas of the UK:
  - 1) Scotland (as defined by the UK Government)
  - 2) Wales (as defined by the UK Government)
  - 3) Northern Ireland (as defined by the UK Government)
  
- ii) Regional Branches shall be established and named, as set out, for the following areas of England (as defined by the UK Government) and as set out in the appendix:
  - 1) East Midlands
  - 2) Eastern
  - 3) London
  - 4) North East
  - 5) North West
  - 6) South East
  - 7) South West
  - 8) West Midlands
  - 9) Yorkshire and the Humber
  
- iii) One Corporate Member (Fellow, Member or Associate) shall be elected annually to represent each of the 3 National Groups and each of the 9 Regional Branches on the National Council.

## **VII) Election Procedures and Voting for the National Council (Section IX)**

The following procedures and terminology shall be put in place for the election of members to the National Council

- i) All Corporate members (Fellows, Members and Associates) shall receive a list of candidates and instructions.
  
- ii) Fellows, Members and Associates shall each receive up to 2 voting papers
  
- iii) No mark of identification shall be made on the voting paper(s)
  
- iv) Voting Paper no 1 (National Representatives)

Fellows, Members and Associates in Scotland, Wales and Northern Ireland shall annually receive, for the area corresponding to their nominated address, a voting paper for the

election to the National Council of 1 National Representative who shall be a Fellow, Member or Associate.

v) Voting Paper no 2 (Regional Representatives)

Fellows, Members and Associates in England shall annually receive, for the area corresponding to their nominated address, a voting paper for the election to the National Council of 1 Regional Representative who shall be a Fellow, Member or Associate.

vi) All eligible candidates for the National Council elections shall be proposed by a Corporate Member and seconded by another Corporate Member.

vii) Eligible voters shall each have one vote to cast in the annual elections for the office of National or Regional Representative.

viii) The National Council may from time to time decide the form of voting papers and the particulars that may be included in respect of each candidate for the information of electors.

### **VIII) Powers of the Executive Board - Financial Management (Article 76)**

The Hon. Treasurer shall:

i) Submit regular financial reports to each meeting of the Executive Board and National Council and, when appropriate, also to the Management Committee setting out:

- 1) a list of all items of expenditure incurred since the last report;
- 2) a cash balance for the time being of the Institute's bank and/or building society accounts.

ii) Prepare annually a budget estimate of income and expenditure prior to the start of the new financial year for approval by the National Council.

iii) Prepare revised estimates for the on-going financial year as and when appropriate to reflect likely variations in estimated income and expenditure.

iv) Have the authority to draw cheques and make payments on behalf of the Institute for sums of up to £3,000 in respect of expenditure relating to approved headings on the annual budget except that cheques or payments for sums over £3,000 shall require the written authorisation of the President or President Elect.

### **IX) Powers of the National Council - External Liaison (Article 76)**

The National Council shall seek to be represented and to appoint one or more Corporate Members of the National Council to such national, regional or European organisations as the Council deems appropriate to further the interests of the Institute and of destination management.

Such representation shall normally be the President, President Elect or Vice President, but the National Council may designate other National Council members as it considers appropriate.

Where an appointed National Council representative is unable to attend meetings, seminars and functions of any one of the above organisations the Hon Secretary, in consultation with the President, shall arrange for a substitute representative to fulfil the duties of the absent National Council member.

#### **X Delegated Powers to Committees and Sub-Committees (Article 83)**

To assist in managing the affairs of the Executive Board, Committees and Sub-Committees may be established with delegated powers as follows:

##### **i) Management Committee**

A Management Committee comprising the President, Vice-President, Honorary Secretary and Honorary Treasurer shall be delegated to deal with all administrative and policy matters that cannot readily be dealt with in time by the Executive Board, subject to all aforementioned matters and proceedings being minuted and reported to the next Executive Board meeting.

##### **ii) Working Groups**

Four Working Groups shall be established, each with its own remit and composition which shall be ratified by the Executive Board, relating to the following areas of the Institute's business.

- a) Advocacy and Policy
- b) Events
- c) Communications
- d) Continuing Professional Development

The Working Groups shall be delegated to investigate, research and put forward proposals relating to their topics/sectors as well as to liaise, consult and negotiate with appropriate organisations and agencies in the UK and abroad, subject to all such matters and proceedings being minuted and reported to the next Executive Board meeting:

##### **iii) Ad Hoc Sub-Committees**

Additional ad hoc Sub-Committees may be established and delegated to investigate, research and put forward proposals on specific topics/sectors as well as to liaise, consult and negotiate with appropriate organisations and agencies in the UK and abroad, subject to all matters and proceedings being minuted and reported to the next Executive Board meeting.

#### **X) Code of Professional Conduct (Article 10)**

The Executive Board shall have the power to prescribe and publish a Code of Professional Conduct and thereafter from time to time to revise, amend, add to or rescind such Code or any part or parts thereof.

i) Conduct of Members

Every corporate and other member shall observe the provisions of the Memorandum and Articles of Association and these Byelaws and shall conduct himself or herself in such a manner as shall not prejudice his or her professional status or the reputation of the Institute and without prejudice to the generality of the foregoing shall, in particular, comply at all times with any Code of Professional Conduct prescribed and published by the Executive Board under the provisions of the last preceding paragraph of this Byelaw.

ii) Disciplinary Action

(a) In respect of any member who, in the opinion of the Executive Board fails to comply with any Code of Professional Conduct prescribed and published as aforesaid, or who otherwise contravenes the provisions of the Memorandum and Articles of Association or these Byelaws, the Executive shall have the power to:-

(i) warn the member as to his or her future conduct; or

(ii) reprimand the member; or

(iii) suspend the member from membership of the Institute for such period as the Executive Board may determine; or

(iv) terminate the member's membership of the Institute forthwith or from such date as the Executive Board shall specify.

(b) Before suspending or terminating a member's membership in the circumstances referred to in sub-paragraph (a) of Paragraph 3 of this Byelaw the Executive Board shall notify the member concerned of the action proposed, with the reason or reasons therefor and give him or her the opportunity within a period of six weeks of such notification, to make written representation to the Executive Board or a committee of the Executive Board or to appear before the Executive Board or a committee of the Executive Board in person or through any representative that he or she may chose and if the member shall elect to appear before the Executive Board or a committee of the Executive Board as aforesaid he or she or his or her representative (as the case may be) shall have the right to call a witness or witnesses to call evidence in his or her defence and to cross-examine any witness or witnesses called by the Executive Board or a committee of the Executive Board to give evidence against him or her: provided that any member of the Executive Board or other person who shall have been previously concerned on behalf of the Institute in relation to the alleged contravention of the Code of Professional Conduct shall not take part in these proceedings.

(c) Any member whose membership is suspended or terminated as aforesaid shall remain liable to pay any unpaid appropriate subscription due from him or her.

iii) Resignation

Once a corporate or other member has been notified that an investigation into his or her conduct involving any of the grounds for disciplinary action set out in sub-paragraph (a) of paragraph 3 of this Byelaw is to be conducted by or on behalf of the Executive Board

or that the Executive Board is considering whether to carry out such an investigation, he or she shall not be entitled to resign from membership of the Institute until either the investigation has been completed and any conclusion notified to him or her or the Executive Board has notified him or her that it has decided not to carry out such an investigation.

iv) Reinstatement

Any person who has been convicted by a court, of any criminal offence involving any of the grounds for disciplinary action set out in sub-paragraph (a) of paragraph (3) of this Byelaw and who has resigned his or her membership or whose membership has been terminated by the Executive Board shall not formally be eligible for consideration for reinstatement within ten years, although the Executive Board may, at its discretion, consider reinstatement within a shorter period.

**XII) Election Procedures and Voting for the Executive Board (Section VIII)**

The following procedures and terminology shall be put in place for the election of members to the Executive Board:-

- i) All Corporate members (Fellows, Members and Associates) shall receive a list of candidates and instructions.
- ii) Fellows, Members and Associates shall each receive up to 3 voting papers
- iii) No mark of identification shall be made on the voting paper(s)

iv) Voting paper no 1 (Vice President)

All Fellows, Members and Associates shall biennially receive a voting paper for the election to the Council of 1 Vice President, who shall be a Fellow or Member.

v) Voting Paper no 2 (Honorary Secretary and Honorary Treasurer)

All Fellows, Members and Associates shall biennially receive a voting paper for the election to the National Council of 1 Honorary Secretary and 1 Honorary Treasurer, both of whom shall be a Fellow or Member.

vi) Voting Paper no 3 (Portfolio Holders)

All Fellows, Members and Associates shall annually receive a voting paper for the election to the Executive Board of 4 Portfolio Holders who shall be Fellows or Members.

- vii) Eligible voters shall each have up to 4 votes to cast in the annual elections for the office of Portfolio Holder and, in the biennial elections, one vote for the office of Vice-President, one vote for the office of Honorary Secretary and one vote for the office of Honorary Treasurer.

- viii) The National Council may from time to time decide the form of voting papers and the particulars that may be included in respect of each candidate for the information of electors

Under Article 43 the retiring President shall become the Immediate Past President.

The National Council shall annually ratify the aforementioned change in position and seek approval at the Annual General Meeting.

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## **APPENDIX**

### **REGIONAL BRANCHES IN ENGLAND UNDER ARTICLE 46**

#### **East Midlands**

The counties of Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire

The non-metropolitan districts of Derby, Leicester, Nottingham and Rutland.

#### **Eastern**

The counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

The non-metropolitan districts of Luton, Peterborough, Southend-on-Sea and Thurrock

#### **London**

Greater London

#### **North East**

The counties of Durham and Northumberland.

The metropolitan districts of Gateshead, Newcastle-upon-Tyne, North Tyneside, South Tyneside and Sunderland.

The non-metropolitan districts of Darlington, Hartlepool, Middlesborough, Redcar and Cleveland and Stockton-on-Tees

#### **North West**

The counties of Cheshire, Cumbria and Lancashire.

The metropolitan districts of Bolton, Bury, Knowsley, Liverpool, Manchester, Oldham, Rochdale, St. Helens, Salford, Sefton, Stockport, Tameside, Trafford, Wigan and Wirral.

The non-metropolitan districts of Blackburn with Darwen, Blackpool, Halton and Warrington

#### **South East**

The counties of Buckinghamshire, East Sussex, Hampshire, Isle of Wight, Kent, Oxfordshire, Surrey and West Sussex.

The non-metropolitan districts of Bracknell Forest, Brighton and Hove, the Medway Towns, Milton Keynes, Portsmouth, Reading, Slough, Southampton, West Berkshire, Windsor and Maidenhead and Wokingham.

#### **South West**

The counties of Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire.

The non-metropolitan districts of Bath and North East Somerset Bournemouth, Bristol, North Somerset, Plymouth, Poole, South Gloucestershire, Swindon and Torbay.

The Isles of Scilly.

#### **West Midlands**

The counties of Shropshire, Staffordshire, Warwickshire and Worcestershire.

The metropolitan Districts of Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton

**Yorkshire and the Humber**

The county of North Yorkshire

The metropolitan districts of Barnsley, Bradford, Calderdale, Doncaster, Kirklees, Leeds, Rotherham, Sheffield and Wakefield.

The non-metropolitan districts of the East Riding of Yorkshire, Hull, North East Lincolnshire, North Lincolnshire and York.