

RULES OF THE TOURISM MANAGEMENT INSTITUTE

This document sets out the Rules of the Tourism Management Institute in relation to Membership Criteria, Payment of Fees and Subscriptions, the Code of Conduct and any other pertinent matters.

1. MEMBERSHIP CRITERIA

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.

Candidates will normally be nominated by two other Members or Fellows, or if they nominate themselves, provide the names of two other Members or Fellows who will stand sponsor. Where candidates are unable to provide the names of two sponsors, they must provide their curriculum vitae and two referees.

Member:

To be eligible to be elected Member of the Institute (MTMI) candidates must:

EITHER

possess a relevant and endorsed professional/vocational qualification¹ achieved by examination and/or vocational assessment AND have obtained at least three years' relevant practical experience in destination management in any of the areas of work/organisations identified at A below

OR

Be or have been employed or engaged in a position of responsibility in destination management as defined by the Institute in any of the areas identified at A below AND shall have obtained at least five years' relevant experience in destination management in areas or work specified at B below.

Associate:

To be eligible to elected Associate of the Institute (ATMI), candidates must:

EITHER

Possess a relevant and endorsed professional/vocational qualification achieved by examination

¹ A recognised professional qualification in a discipline other than tourism or membership of other professional institutes achieved by examination or continuous assessment may be accepted as a relevant and endorsed professional qualification for the purposes of applications

OR

Be or have been employed or engaged in destination management (as defined by the Institute in any of the areas of work/organisations identified at A) below
AND

have obtained at least three years' practical experience in any of the areas of work set out at B) below.

New Entrant:

Any person employed or engaged in the areas of work/organisations set out at A) below who does not possess a relevant qualification and has not obtained at least three years' practical experience may be admitted as a New Entrant.

No person who is qualified for election as an Associate or Member may be admitted as a New Entrant.

Student:

Every candidate for admission as a Student member must:

Have reached 18 years of age and have obtained examination passes at A level or equivalent
AND

AND

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 New Entrant, Associate or Member.

A) *Eligible tourism destination management organisations/areas of activity:*

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

B) Eligible 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.

2. PAYMENT OF FEES AND SUBSCRIPTIONS

Annual subscriptions are due and payable in advance on 1 January in each year or at the 12 month anniversary of the member joining the Institute. Reminders shall be issued to all members whose subscriptions remain unpaid, as follows:

1 st reminder	30 days from date of invoice
2 nd reminder	45 days from date of invoice
Final notice	60 days from date of invoice

All members whose subscription remains unpaid 60 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 within six months of the date of the original invoice.

The Executive Board may make an exception to the above where there are particular mitigating circumstances.

3. ELECTION OF NATIONAL AND REGIONAL REPRESENTATIVES

TMI members in Scotland, Wales and Northern Ireland may nominate and elect annually a Fellow, Member or Associate in their country to represent them on the National Council.

TMI members in each of the English regions (North East, East Midlands, East of England, London, South East, South West, West Midlands, North West) may nominate and elect annually a Fellow, Member or Associate from their region to represent them on the National Council.

4. PROFESSIONAL CODE OF CONDUCT

The main purpose of the Institute is to advance the science and art of tourism destination management in all aspects including within the UK and elsewhere, for the benefit of the public. It is the purpose of this Code to ensure that in all their professional activities, members of the Tourism Management Institute:

- (a) Shall act with competence, honesty and integrity;
- (b) Shall impartially exercise their independent professional judgement to the best of their skill and understanding;
- (c) Shall discharge their duty to their employers, clients, colleagues and others with due care and diligence in accordance with the provisions of this Code;
- (d) Shall not discriminate on the grounds of race, sex, sexual orientation, creed, religion, disability or age and shall seek to eliminate such discrimination by others and to promote equality of opportunity;
- (e) Shall not bring the profession or the Tourism Management Institute into disrepute.

The following numbered clauses spell out in more detail the requirements of this Code. These requirements shall apply notwithstanding any permission or agreement to the contrary by or with the client or body employing or consulting any member. In this Code, the word 'member' means every Fellow, Member, Associate, new entrant, student, honorary member and retired member of the Institute.

1. Members shall take all reasonable steps to maintain and develop their professional competence throughout their working lives, for example through participation in formal education programmes and attendance at relevant events. Members who, as employers or managers, have responsibility for other members shall take all reasonable steps to encourage and support such other members in the maintenance of professional competence and continuing professional development.
2. In all their professional activities, members shall not discriminate on the grounds of race, sex, sexual orientation, creed, religion, disability or age and shall seek to eliminate such discrimination by others and to promote equality of opportunity.
3. Members must take reasonable steps to ensure that their private, personal, political and financial interests do not conflict with their professional duties. They must take all reasonable precautions to ensure that no conflict of duty arises between the interests of one employer or client and another, or between the interests of any employer or client and the interests of themselves or their firm or business associates. They must disclose to their employer or clients, as appropriate, any such conflict, whether involving pecuniary or non-pecuniary interests. For the avoidance of doubt "private and professional interests" include those of a members' immediate family and friends as well as those arising through membership of or association with clubs, societies and other organisations.

4. Members shall not disclose or use to the advantage of themselves, their employers or clients, information acquired in confidence in the course of their work.
5. Members shall disclose to their employers or clients any discounts, gifts or commissions received from any third parties in connection with their work as professional Tourism Managers.
6. The National Council may, from time to time, publish supplementary regulations relating to such matters as continuing professional development or professional designations and members shall comply with any such regulations.
7. It is the duty of every member, subject to any restrictions imposed by law or the courts, to report to the Institute any alleged breach of this Code of which he or she becomes aware and to assist the Institute in its investigations.
8. It is the duty of every member who is the subject of investigation by the Institute to assist the Institute in its investigations.
9. The Executive Board has power to discipline any member who:-
 - (a) in the opinion of the Executive Board contravenes any of the provisions of the Code of Professional Conduct, including the Institute's Constitution or Rules or who;
 - (b) is convicted by a court of a criminal offence which, in the opinion of the Executive Board results in a breach of the Code of Conduct, or;
 - (c) in the opinion of the Executive Board is guilty of gross professional misconduct or incompetence or of such conduct as to render him or her unfit to continue to be a member of the Institute.
10. Disciplinary action will be taken only when the Executive Board believes that the member is personally responsible for the conduct or action in question.
11. Should it be necessary to take disciplinary action against a member for any of the reasons outlined at item 9 above, the Executive Board may:-
 - (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.

12. Before suspending or terminating a member's membership in the circumstances referred to in item 11 above, 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.
13. Any member whose membership is suspended or terminated as aforesaid shall remain liable to pay any unpaid appropriate subscription due from him or her.
14. 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.
15. 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.