

**THE INSTITUTE OF REFRIGERATION RULES**  
**(To be read in conjunction with the Constitution of the Institute of Refrigeration)**

MEMBERSHIP GRADES

1. Membership of the Institute of Refrigeration [“the Institute”] shall consist of various grades as determined by the charity trustees from time to time and laid out in these rules. The interpretation of criteria for each grade of membership and written guidance for applicants shall be set out by the charity trustees. The responsibility for the member election process, decision making, sponsorship requirements, appeals processes and voting rights of members remain with the charity trustees under clause [9] of the Constitution. The Trustees have the authority to delegate certain powers to the Membership Committee.

2. The classification of members shall be as follows:

(i) Honorary Member

An Honorary Member shall be a person distinguished in science, industry, commerce or public service, or who has given distinguished service to the Institute, to the achievement of its objects, whom the Institute desires to honour.

Any member who has been in membership for a continuous period of 40 years or more shall be entitled to apply for Honorary Membership. Any member elected as an Honorary Member shall retain all the rights and privileges of their previous grade of membership.

(ii) Fellow

A Fellow shall be a person who has been engaged in a position of special responsibility or leadership in refrigeration, air conditioning or heat pumps or an allied field. Where they have obtained a qualification from a recognised university, college or institute of learning in a subject approved by the charity trustees this shall also be taken into account.

Applicants for Fellow would normally be expected to have been a Member for approximately 10 years. All applicants will be expected to demonstrate a contribution to the advancement of refrigeration, air conditioning or heat pumps or to the objectives of the Institute outside normal commercial activities.

(iii) Member

A Member shall be a person who has been engaged in a position of important responsibility or leadership in refrigeration, air conditioning or heat pumps or an allied field. Where they have obtained a qualification from a recognised university, college or institute of learning in a subject approved by the charity trustees this shall also be taken into account.

Consideration is given to both length of experience and level of qualification (if available). Those without qualifications are likely to require a minimum of 10 years in an important position of responsibility or leadership in refrigeration, air conditioning or heat pumps or an allied field.

(iv) Associate

An Associate Member shall be a person who has not held a position of responsibility or leadership in refrigeration air conditioning or heat pumps or an allied field for the period required for election to Member. Where they have obtained a qualification from a recognised university, college or institute of learning in a subject approved by the charity trustees this shall also be taken into account.

Those without qualifications are likely to require a minimum of 7 years in a position of some responsibility.

(v) Pre-Associate

A Pre-Associate Member shall be a person who has not held a position of responsibility or leadership in refrigeration air conditioning or heat pumps or an allied field for the period required for election to Associate.

Pre-Associates shall be admitted for a maximum initial period of 3 years after which their membership may be extended or advanced to a more suitable grade.

(vi) Technician

A Technician Member shall be a person who holds the minimum legal qualification required to operate in their field, and has at least three years experience of operating in a refrigeration, air conditioning or heat pump technician role.

(vii) Affiliate

An Affiliate is a person who is actively involved or interested in the science, art or application of refrigeration air conditioning or heat pumps or allied fields and who is unlikely to attain the necessary experience, responsibilities or qualifications for another grade of membership.

(viii) Student

A Student is a person who is currently studying a relevant subject in order to obtain a recognised qualification in a refrigeration air conditioning or heat pumps or allied field.

Students shall be admitted for a maximum initial period of 3 years after which their membership may be extended or advanced to a more suitable grade. Students must notify the Institute as soon as they graduate or cease to be eligible for Student membership.

3. The following grades of membership only are deemed by the charity trustees to hold voting rights; Honorary, Fellow, Member, Associate and Technician.
4. Each Fellow shall be entitled to use after their name the initials FInstR; each Member the initials MInstR; each Associate Member the initials AMInstR; and each Technician Member the initials TInstR. Affiliates and Student and Pre-Associates shall use no abbreviations.
5. Candidates for election or transfer shall normally be proposed by at least one member or other suitable person as specified from time to time by the charity trustees.

#### MEMBERSHIP FEES

6. (a) An annual subscription of an amount to be determined by the charity trustees and approved by the Annual General Meeting shall be paid by each voting and non-voting member.

(b) Subscriptions are payable in advance on or before the 1st April in each year. The first subscription of any member shall become due on election, but shall date from the 1st April in the calendar year in which they are elected and shall cover the period until the 31st March in the ensuing calendar year.

(c) A member who has substantially retired from remunerative activities may apply to the charity trustees to pay a reduced annual subscription.

(d) At the discretion of the charity trustees, acting on the advice of a Membership Committee, a member who has held membership of the Institute for 40 years, may be exempt from all further payment of fees.

(e) All candidates for election (but not candidates for transfer of grade) shall be required to pay a non-refundable application fee as determined by the charity trustees. At the discretion of charity trustees, the application fee requirement may be relaxed.

7. A candidate for reinstatement of lapsed membership may be required to pay arrears of subscriptions, together with the current year's subscription, before they may be re-elected to membership.

8. When a candidate has been elected their name shall not be added to the List of Members until they have paid their first annual subscription. When an application for transfer has been approved, the candidate's name shall not normally be transferred in the List of Members until they have paid the additional subscription (if any) for the current financial year.

#### APPOINTMENT OF PRESIDENT AND ELECTION OF PRESIDENT-ELECT

9. (a) The President of the Institute shall be appointed by the charity trustees and shall serve for a term of up to three years. The appointment of the President of the Institute will follow an elected term in accordance with sub clause (c) of this clause of up to one year as President-Elect.

(b) On the retirement of the incumbent President, the incumbent President-Elect will normally be appointed as the new President by resolution of the charity trustees, and a vacancy for the post of President-Elect will be created. A vacancy may also be created by retirement of the incumbent President-Elect before expiry of their term of office.

The election by the voting members of a new President-Elect to fill the vacancy may take place at any time following the creation of the vacancy, but shall normally take place at least six months before the expiry of the term of office of the incumbent President.

(c) Nomination by the charity trustees of one or more voting members of the Institute for the vacant post of President-Elect shall be made by resolution of the charity trustees. The charity trustees' nomination[s] shall be notified to members no later than 3 months before the intended date of the election. A voting member may propose an alternative voting member of the Institute as a candidate, subject to obtaining the written consent of the candidate and evidence of 20 supporters, who shall also be voting members. Such nomination[s] shall be submitted no later than 2 months before the intended date of the election.

#### NOMINATIONS FOR ELECTION OF CHARITY TRUSTEES

10. (a) Nominations for the election of charity trustees may be made by resolution of the charity trustees or by not less than two voting members. In all cases an authenticated statement by the person proposed to the effect that they are willing to stand for election shall accompany the nomination which shall also be authenticated by both the proposers. All nominations shall be delivered by post, or electronic communication no later than three months before the date of the election.

(b) In the event of the nominations exceeding the number of vacancies the vacancies for charity trustees shall be filled by a vote of members in an election held in accordance with the Constitution, voting papers shall be sent out at least 28 days prior to the date of the election.

#### APPOINTMENT OF HONORARY TEASURER

11. The Honorary Treasurer shall be appointed as an ex-officio charity trustee by the charity trustees and the appointment shall be reviewed annually.

#### APPOINTMENT OF CHIEF EXECUTIVE

12. The charity trustees shall appoint a Chief Executive to act on their behalf with respect to matters as defined in writing on their behalf. The Chief Executive shall not become a charity trustee or ex-officio charity trustee but will be present at charity trustee meetings.

#### FINANCIAL YEAR

13. The Institute Financial Year shall run from 1st April to 31st March of the following calendar year.

#### COMMITTEES AND WORKING GROUPS

14. The charity trustees may delegate some of their powers or functions to appointed committees in accordance with clause 18(1) of the Constitution and governed by clause 18(2). The charity trustees or appointed committees may establish working groups to transact specific items of business. Such working groups shall not be governed by the requirements for committees but shall be responsible to the committee which appointed them. The charity trustees may not delegate any of their powers or functions to a working group which is not formally constituted as a committee of the Institute.