



TITLE

The Title shall be 'The Institute of Hotel Security Management'

OBJECTIVES

The objectives of the Institute shall be:

- To provide a professional organization for those responsible for Security, Risk Management, Fire, Health and Safety within the hotel and catering industry.
- To promote mutual support and co-operation between members for the benefit of the hotel and catering industry.
- To promote the Institute within the hotel and catering industry.
- To liaise with law enforcement agencies and other similar bodies.
- To offer appropriate personal development and career progression opportunities, advice and guidance for members.
- To offer opportunities for networking and collaboration amongst its membership.

MEMBERSHIP

- Full Membership shall be restricted to those responsible for the control of security within the hotel and catering industry. An applicant will be required to show that they are in full time employment with a Hotel, Group of Hotels or Catering Company and is responsible for the security operation. Persons employed on a part time basis, or as consultants, or in some other advisory capacity are eligible for full membership unless there is a direct or indirect conflict with the Institute or any of its members. An applicant who is employed by a Contract Security Company but is responsible for security within a Hotel, Group of Hotels or Catering Company will be eligible to join, subject to the normal voting process.
- An application for membership of the Institute shall be made using the official application form.
- Any member receiving an application should immediately forward it on to the Membership Secretary. He or she should then share the application with remaining members of the IHSM Committee.
- The application shall be examined by the Membership Secretary, who shall make enquiries into the character, background and visit the work place of the applicant.
- The Membership Secretary once they have interviewed the applicant will report whether they are suitable or not.
- If successful the Membership Secretary will circulate with the Chairman's endorsement to all Full Members that it is proposed to consider the application at the next meeting. Any objections to their application for membership must be communicated to the Chairman and Membership Secretary prior to the meeting.
- At the next regular meeting the report on the applicant will be made to members. The application must then be formally proposed and seconded by those members present.
- To be successful the application for membership must be agreed by a unanimous vote of all the members present. An abstention from voting shall not count as a vote against.
- Any members of the Institute who objects to an application for membership must make known the objection in an open meeting prior to any vote.
- The membership of any member may be suspended or terminated by a majority vote of those members present at a meeting following the publication of a 'Notice of Motion' setting out ground for the proposal. Such a 'Notice of Motion' must be signed by a Proposer and a Seconder. The member against who the complaint is made shall be entitled to be present at the meeting and answer any allegation(s) made against them.
- No vote to suspend or terminate membership shall be taken unless the members proposing and seconding are present when the vote is called.
- In the event of a tied vote the Chairman has the casting vote.
- The IHSM Committee may elect Honorary Members. In such cases the usual membership procedures shall apply. Honorary Members may hold Committee positions and are allowed to vote. Subscription is free. Should a conflict of interest arise due to a change of circumstances, such as business activities of the Honorary Member, it may be necessary for the member to relinquish his or her membership. Each instance will be considered and a vote taken by the membership in attendance at the relevant regular meeting of members.
- A former member of the Institute wishing to rejoin may be admitted to membership only after an application and selection process has taken place and by a unanimous vote at a meeting.
- Applicants who by reason of a geographical location are unable to regularly attend meetings shall be considered for Associate Membership. The usual rules of membership shall apply to such applications. Where it is impractical for such applicants to be interviewed by the Membership Secretary, another member of the Committee will make enquiries in order to assess their suitability.
- Full members' deputies and any other persons that the members feel could contribute to the Institute will be considered for Associate Membership. This may also include but not restricted to: law enforcement officers, Government Officers / Civil Servants, representative(s) of trade association.
- The same co-operation and assistance that exists between Full Members shall be expected of Associate Members.
- Every application must follow the due process and must fully consider how an individual could contribute to the Institute.
- Associate members are subject to the same rules as Full members and will receive circulations and up dates and can contribute to meetings. They are allowed to stand on review and project committees but cannot hold office. They shall have no vote at meetings. The transmission of the minutes and similar correspondence to associate members outside of the United Kingdom shall be at the Chairman's and Secretary's discretion, having regards to conditions prevailing in any particular place or country. Transmission of any IHSM communications outside of the UK shall comply with the terms as prescribed by the Information Commissioners Office (ICO).
- The subscription for Associate members shall be £20 per annum.
- In the event that an Associate member wishes to become a full member, the application process shall apply. It shall be open to the members to vote such a person to full membership.
- Associate members who belong to law enforcement agencies are not required to pay a subscription fee.
- IHSM also extends an offer of Partnership level membership. This may include but not limited to: General Managers, Operations Managers, Managing Directors (or suitable person(s) as delegated) of hotels within the UK. Partnership members are subject to the same rules as Full members will receive circulations, updates, be provided access to the IHSM website to enable transmission of information via the alert platform and be invited to the IHSM WhatsApp group.
- Partnership members may not attend regular meetings but may on occasion and with prior committee approval attend a regular meeting. They are allowed to stand on review and project committees at the discretion of the committee but cannot hold office. They shall have no vote at meetings. Partnership members will receive minutes of all regular and general meetings and similar correspondence having regards to conditions prevailing in any particular place or country. Transmission of any IHSM communications outside of the UK shall comply with the terms as prescribed by the Information Commissioners Office (ICO).
- An application for Partnership level membership of the Institute shall be made using the official application forms. At the next regular meeting the application must then be formally proposed and seconded by those members present.
- To be successful the application for membership must be agreed by a unanimous vote of all the members present. An abstention from voting shall not count as a vote against. Any members of the Institute who objects to an application for membership must make known the objection in an open meeting prior to any vote.

COMMITTEE MEMBERS

- The Institute shall elect Officers at the Annual General Meeting.
- The Committee shall be:
 1. Chairman
 2. Vice Chairman
 3. Secretary
 4. Assistant Secretary

5. Treasurer
6. Assistant Treasurer
7. Membership Secretary
8. Website Manager
9. Auditor

- c. Retiring Committee members shall be eligible for re-election.
- d. In the absence of the Chairman or Secretary, the Vice Chairman and Assistant Secretary shall act in those capacities at regular meetings of the Institute.
- e. One member shall be elected annually to serve as auditor for the ensuing year.
- f. The members shall be empowered to elect members to serve in other capacities as required.

FINANCE

- a. Each member shall pay an annual subscription on joining and thereafter annually at the Annual General Meeting. The amount of this subscription may be increased or decreased by the majority vote of the members present at the Annual General Meeting.
- b. Failure to pay the annual subscription without good cause shall be grounds for termination of membership. Payment shall be made within two calendar months of the Annual General Meeting.
- c. Any new member must pay their subscription one month after acceptance. If joining date falls after October 30th in the current year no subscription for that year will be paid.
- d. The membership fee for new members will be determined by the members on the date of joining. The current subscription as a Full Member is £75 per annum, £20 for Associate & Partnership level Membership which the members have the discretion to change on a notice of motion and passed on a majority vote.
- e. Any substantial expenditure of Institute funds must be unanimously agreed in advance by members of the Committee. If the Committee members are not unanimous; the matter must be raised at a regular meeting, for consideration by all the members present for a majority decision.
- f. Expenditure such as travel, subsistence and out of pocket expenses can be recouped from the Treasurer against signature. Receipts must be provided.
- g. Any disbursement of Institute funds shall be made by cheque signed by the Treasurer.
- h. At each Annual General Meeting the Treasurer shall produce a balance sheet signed by the Auditor. This balance sheet may only be accepted by a majority vote of the members present.

PROCEDURE FOR MEETINGS

- a. Any member who wishes to discuss Institute business in private, with no visitors present will inform the Chairman as soon as possible prior to the relevant meeting. The Chairman will then arrange for any proposed visitors to that meeting to arrive at a time to be agreed when the private discussion has been completed.
- b. The Secretary will ensure that an Agenda is prepared for each meeting.
- c. Any member wishing a particular item to be discussed at a meeting shall notify the Secretary in advance of the meeting whenever possible.
- d. Minutes of the meeting, 'Notice of Motion' and other suitable correspondence shall be sent to members as soon as practicable after each meeting.
- e. The costs of postage, stationary, printing, photocopying etc. shall be paid from Institute funds.

INFORMATION

- a. Items of information for inclusion at the meeting should be prepared in advance, and typed copies are to be made available for distribution to all members present at the meeting. Only in extenuating circumstances should 'late items' be permitted.
- b. Any members wishing to urgently circulate information to other members should use the Institute Circulation System, email notification or dedicated 'WhatsApp' group, or contact the or Chairman who will communicate using the website, email or other appropriate means.
- c. Any member wishing to disseminate an item for the benefit of his or her hotel must ensure that the source of such information is protected and that the Institute or any of its members is not compromised. A member must ensure the accuracy of any information provided for transmission to the membership. No member shall knowingly distribute any information unless they are satisfied at the time of transmission that the information was; accurate & true to the best of their knowledge.
- d. Any member who behaves in such a manner or acts in any fashion that may prove to be detrimental to the Institute or any of its members is liable to expulsion. Such expulsion must be admitted as a 'Notice of Motion'. (See Membership j).
- e. Any circulation, website, manuals, publications etc which has been generated in any shape or form by a member or a Committee shall be deemed to be the property of the Institute. The dissemination, copying, or distribution is prohibited without the consent of the members. All information gathered or used in anyway whatsoever relating to the working of the Institute remains the property of such.

CONSTITUTION

- a. No alteration to the Constitution of the Institute may be made without consent of the members.
- b. Any alteration to the Constitution must be approved by a majority vote of the members present at the meeting where such proposal is discussed.
- c. Any proposal for a change to the Constitution, by a member is required to be seconded at a regular meeting. After an open discussion a vote on that proposal shall be taken if deemed appropriate. A majority decision is required to implement that proposal.

ATTENDANCE

- a. Members must make every effort to attend meetings. A member who cannot attend should give their apologies to a member of the Committee prior to the commencement of a meeting.
- End.