

CIBD REGULATIONS

These Regulations are made under the general powers of the Board of Trustees of the Chartered Institute of Brewers & Distillers as set out in the Bylaws.

These Regulations shall at all times be subject to the Bylaws and, in the event of any conflict, the Bylaws shall prevail.

All members are expected to comply with the Charter, Bylaws and Regulations.

1. Changing the Regulations

These Regulations may be changed, in whole or in part, by a resolution of a minimum of 6 Trustees

2. Publishing the Regulations

These Regulations will be published on the CIBD Website.

3. Delegation of powers

The delegation of Trustee's powers are as set out in the CIBD Scheme of Delegation as approved by Trustees from time to time ("**the Scheme of Delegation**").

4. Requirements for membership

4.1 Honorary Fellow

4.1.1 Subject to the Bylaws, Candidates for Honorary Fellow are those who the CIBD may desire to honour for service to the industry over the years.

4.1.2 Authority to elect candidates to the class of Honorary Fellow under the provisions of the Bylaws is delegated by Trustees to the Nominations Committee.

4.1.3 Under the provisions of the Bylaws, Honorary Fellows are able to use the post-nominal letters 'Hon FIBD'.

4.2 Fellow

4.2.1 Subject to the Bylaws, candidates are those members who the CIBD wish to recognise for service to the CIBD (or IBD previously).

4.2.2 Authority to elect candidates to the class of Fellow under the provisions of the Bylaws is delegated by Trustees to the Council.

4.2.3 Under the provisions of the Bylaws, Fellows are subject to the Code of Professional Conduct and must commit to Continuing Professional Development (CPD). They are able to use the post-nominal letters 'FIBD'.

4.3 Member

4.3.1 Subject to the Bylaws, candidates for Member must have either a relevant University degree and be working in brewing and distilling, or hold the Diploma qualification of the CIBD or IBD and have at least one year's experience of working in the industry or hold the Certificate qualification of the CIBD or IBD and have at least three year's experience of working in the industry, or have five year's of relevant experience working in the industry.

4.3.2 Candidates for Member may be asked to provide evidence of their qualifications and details of a supporter to verify their experience.

4.3.3 Authority to elect candidates to the class of Member is delegated by Trustees to the Council, acting on the recommendation of the Chief Executive Officer (CEO) or designated representative.

4.3.4 Under the provisions of the Bylaws, Members are subject to the Code of Professional Conduct and must commit to Continuing Professional Development (CPD). They are able to use the post-nominal letters 'MIBD'.

4.4 Associate Member

- 4.4.1 Subject to the Bylaws, candidates for Associate Member may be anyone who has an interest in Brewing & Distilling and may be directly elected on completion of the prescribed application form.
- 4.4.2 Under the provisions of the Bylaws, Associate members are not eligible to vote nor obliged to abide by the Code of Professional Conduct including CPD.

4.5 Student Member

- 4.5.1 Subject to the Bylaws, candidates for Student Member are those currently studying a relevant University degree or CIBD qualification and may be directly elected on completion of the prescribed application form.
- 4.5.2 Under the provisions of the Bylaws, student members are not eligible to vote nor obliged to abide by the Code of Professional Conduct including CPD.
- 4.5.3 Students studying University degrees may be asked to provide evidence of their enrolment.

4.6 Retired Members

- 4.6.1 Members and Fellows who are retired may continue to use their post-nominal letters if they continue to keep their knowledge and skills up to date through CPD and maintain their commitment to the Code of Professional Conduct. Alternatively, they may append 'Rtd' to their post-nominals if they are not professionally active.

5. Officers of the CIBD

The eligibility and appointment of the Officers of the CIBD are contained in the Bylaws and the Officers are the President, Deputy President, Immediate Past President and Treasurer. All are honorary posts.

5.1 President, Deputy President and Immediate Past President

The President, Deputy President and Immediate Past President shall be Voting Members of the CIBD and shall have substantial skills and experience gained within the fermentation and associated industries.

- 5.1.1 The President and Deputy President shall be nominated by the Council, ratified by the Board and elected annually by the Members at the AGM.
- 5.1.2 The term of office of the President is generally 2 years but may be a single year if agreed by the Council.
- 5.1.3 On retiring from the office of President, the incumbent shall become the Immediate Past President, usually for a term of two years.
- 5.1.4 The President, Deputy President or Immediate Past President may resign at any time by notifying the Board Secretary in writing.
- 5.1.5 The President, Deputy President or Immediate Past President may be removed from office by a resolution passed by a two-thirds majority of the Trustees.
- 5.1.6 On resignation or removal, the President, Deputy President or Immediate Past President will immediately cease to be an officer of the CIBD and will, therefore, no longer be a member of the Council or the Board.

5.2 Treasurer

- 5.2.1 The Treasurer shall be nominated by the Council, ratified by the Trustees and elected by the Members at the AGM.

- 5.2.2 The nominated person shall be suitably qualified and experienced.
- 5.2.3 The Treasurer may resign their office at any time by notifying the Board Secretary in writing. Such resignation will immediately terminate their position on the Council and the Board.
- 5.2.4 The Treasurer shall:
- (a) oversee the bank accounts of the CIBD paying any moneys received into the appropriate account;
 - (b) keep the CIBD accounts;
 - (c) Ensure Trustees are kept up to date with financial matters;
 - (d) present, with the Head of Finance, the income and expenditure accounts of the CIBD to the membership at the AGM along with the balance sheet and make recommendations to Trustees on any financial issues;
 - (e) Be responsible for regulatory activities relating to the Charity and its subsidiaries and may delegate these to the CEO or Head of Finance as they see fit.

6. Composition & Election of the Board of Trustees

- 6.1 The Officers of the CIBD shall be Trustees.
- 6.2 Subject to the Bylaws, there shall be up to six further Trustees elected at a General Meeting and up to one independent Trustee appointed by Trustees.
- 6.3 The procedure for election of elected Trustees and the CIBD Officers is:
- 6.3.1 Any vacancies on the Board will be formally identified at each Board meeting. The Nominations Committee will review the current Board 'skill set' matrix and determine the criteria against which any nominations will be recommended. These skills and criteria will be made available to Section chairs enabling them to seek suitable candidate(s) for the vacant position(s).
 - 6.3.2 Each Section may propose candidates (together with their skill sets and CVs) for election to the role of Trustee.
 - 6.3.3 Members can nominate potential Trustees who must have the support of 2 Members. Their skill sets CVs should be sent to the Nominations Committee.
 - 6.3.4 In the event of insufficient candidates being received from Sections or Members, the Nominations Committee will conduct a search and identify suitable candidates
 - 6.3.5 The Nominations Committee will consider the candidates and give a recommendation to Council.
 - 6.3.6 Council will decide from among the nominated candidates who will go forward to the AGM for election as a Trustee. Council may only provide nominations for election sufficient to fill the notified vacancies.
 - 6.3.7 The CEO will inform the General Meeting of those nominated by the Council. The names and skill sets of those nominated will be made available for those attending the General Meeting.
- 6.4 Trustees may be removed from the Board if a minimum of six of the Trustees agree to this. In this instance the Trustee whose removal is proposed shall not have the right to

vote on the matter.

6.5 The Trustees shall elect a Secretary to the Board.

7. Committees

7.1 The Nominations committee comprises the President, Vice- president, Immediate Past-president, Chair of the Governance sub-group and the Board Secretary, as well as the CEO. The CEO will not be part of the Committee for issues relating to disciplinary or grievance processes involving themselves.

7.2 The Governance Risk & Compliance Committee (GRC) oversees governance and ensures compliance as well as undertaking regular review of organisational risk, making recommendations to the Board.

7.3 The Finance & Audit Committee (F&A) oversees and makes recommendations on financial and audit matters to the Board. It is Chaired by the Treasurer.

7.4 The Awards Committee oversees the granting of Awards, in accordance with criteria which will be published from time to time.

7.5 The Board of Examiners oversees the examinations administered by the CIBD.

7.6 The Board may appoint other Committees from time to time with membership at its discretion.

8. Council

8.1 Subject to the Bylaws, the Trustees appoint an advisory Council, consisting of the Chairs of the Sections (henceforth described as 'the Council')

8.2 The Role of the Council is to act as a consultative body on topics relating to the development and running of the CIBD and to undertake specific tasks as outlined from time to time in these Regulations

8.3 The President, Deputy President, Immediate Past President and Treasurer shall be members of the Council.

8.4 Each Section Chair shall be a member of the Council. The Section Chair may appoint a deputy, who will have voting rights, to act on their behalf.

8.5 The President or their nominated deputy shall chair Council meetings.

8.6 The Council shall inform the Trustees of their proceedings.

9. Sections

9.1 The CIBD operates a number of Sections, which are organised groups of members.

9.2 Each Section shall have, and be governed by, its own Terms of Reference, which must abide by the Objects of the CIBD and be audited by the Board. Sections must also abide by the current Financial Manual & Sections Handbook, unless they are separate legal entities with a memorandum of understanding in place.

9.3 Currently, the Sections operated are UK Southern Section, UK Midland Section, UK Great Northern Section, UK Scottish Section, Irish Section, Asia Pacific Section, Africa Section and International Section.

9.4 New Sections may be requested by members. Such requests must be recommended by the Council and ratified by the Trustees.

9.5 Only with the approval of the Trustees may Sections acquire and hold property, and appeal for funds for both themselves and the CIBD.

9.6 Sections may make and rescind rules for their own governance, provided that they meet the Objects of the CIBD (as set out in the Charter & Bylaws), meet the requirements of the Charities Commission and are legal. They must be submitted to the Council for

approval before implementation and ratified by the Trustees.

- 9.7 Each Section must have an elected Chair and a Committee composed of, and elected by, members of the Section, to organise and run Section activities. Other officers may be appointed by the Members of the relevant Section.
- 9.8 Each year, the Committee shall provide the Treasurer and Head of Finance with a statement of accounts for the year ending 31st December. Each Section may request a grant to cover those aspects of its activity that are approved by the Council.
- 9.9 Sections may not make any publications other than a newsletter or those reporting on or publicising events
- 9.10 Sections may not pledge money or resource on behalf of the CIBD in general.
- 9.11 All members may choose which Section(s) they will belong to.
- 9.12 The Council may dissolve a Section at any time if it has insufficient numbers or has failed to meet the obligations laid down in these Bylaws.
- 9.13 If the Council proposes the dissolution of a Section, it must:
 - (a) have the decision ratified by the Trustees.
 - (b) Notify the Members in general of its intention by publishing a notice on the CIBD website and/or in written publications.
 - (c) Write to the Chair of the Section involved, inviting them to attend the Council meeting at which the dissolution will be discussed (at least 3 months' notice must be given). The communication must state the name of the Section to be dissolved, the reason for the dissolution and the person who will make the proposal.
 - (d) The quorum for the Council in this instance is twelve and at least seventy-five percent of the Council members attending must support the dissolution. In this instance only, proxy votes are permitted.

10. Appointments

- 10.1 The CEO shall be appointed by the Trustees, which may delegate the appointment to a committee of Trustees. Such Committee may make use of external advisors, where appropriate, and may also agree the responsibilities and terms and conditions of the post.
- 10.2 All staff appointments shall be made by the CEO in accordance with the provisions laid out in the Bylaws. The Chair of the Board of Examiners will report to the President.

11. Financial regulations

- 11.1 The Head of Finance shall maintain a schedule of Financial Policies and Procedures and ensure that such policies and procedures are periodically updated to reflect changes to legislation or best practice in financial control.
- 11.2 The scope and contents of the Financial Policies and Procedures (and any periodic updates and amendments) will be subject to approval, as appropriate, by F&A and GR and/or the Board of Trustees, as may be appropriate, and in accordance with their then prevailing terms of reference
- 11.3 The authorisation limits for payments and contract approvals shall be as set out in the Scheme of Delegation.
- 11.4 The Head of Finance is responsible for ensuring that the Financial Policies and Procedures and Scheme of Delegation are disseminated to staff and subsidiary entities, as appropriate, and that adequate processes and controls exist to ensure that such policies are adhered to.

12. Powers of signature

- 12.1 The Head of Finance shall maintain a schedule of authorised signatories for all bank accounts of the CIBD.
- 12.2 Changes to authorised signatories shall be approved by the Treasurer and Head of

Finance

13. Subscriptions

- 13.1 Honorary Fellows and Life Members are not required to pay annual subscriptions.
- 13.2 The level of subscriptions shall be recommended by the Council, ratified by the Board and approved at the AGM.
- 13.3 Subscriptions become due and payable on admission to membership of the CIBD and, thereafter, are payable yearly on the anniversary of the first payment.

14. Code of Conduct

- 14.1 All Members and Fellows of the CIBD must comply with the Code of Professional Conduct. This means they are required to:
 - 14.2 Use their professional skill and judgement to discharge their professional responsibilities with integrity.
 - 14.3 Serve as an example to other members and the public in general.
 - 14.4 Have regard to the interests and wellbeing of customers, colleagues and the public in general.
 - 14.5 Do all in their power to ensure that their activities do not put others at risk.
 - 14.6 Be objective and give the best advice possible when called upon for a professional opinion.
 - 14.7 Operate within their area of skill and competence.
 - 14.8 Keep their knowledge and skills up to date through ongoing Continuing Professional Development (CPD)
 - 14.9 Never engage in corrupt or dishonest practices.
 - 14.10 Further the interests and maintain the dignity and welfare of the CIBD and the fermentation and associated industries.

15. Disciplinary Procedures

15.1 Principles

- 15.1.1 At all stages of the disciplinary procedures, regard shall be had to the principles of natural justice and procedural fairness.
- 15.1.2 If a member resigns during the course of a disciplinary complaint, the process will cease, however it will resume if they attempt to re-join.
- 15.1.3 Complaints may be made against a Member or Fellow by another member, or a third party or may be detected by the CIBD itself. Complainants shall be required to supply their full name and contact information (address, telephone number and email address) when making a report of alleged misconduct. Anonymous communications with regard to these disciplinary procedures will not be accepted.
- 15.1.4 In most cases, it is expected that evidence will be gathered independently and that there should not be a need to identify the initial complainant. However, if the complainant is the main source of evidence of the alleged misconduct, their details may be identified to the respondent and the complainant will be made aware of this where relevant, with reasonable notice prior to any disclosure.
- 15.1.5 The details of disciplinary actions and all information gathered or used in connection with the action will be kept confidential to the Disciplinary panel and appropriate staff members and, at the relevant time, Trustees and any appeal panel, until the outcome of such action, including any period for appeal.
- 15.1.6 The following are examples of issues which fall outside of the remit of the CIBD procedure and, therefore, shall not normally be subject to disciplinary proceedings:

- (a) Any action resulting directly from the breakdown of an intimate relationship.
- (b) Workplace grievances or disputes, which should be dealt with under the relevant workplace's procedures. However, if the member's workplace actions also constitute a breach of the Code of Professional Conduct, this may be considered. It would normally be appropriate for the relevant workplace's procedures to conclude before any complaint is made to the CIBD.
- (c) Criminal or illegal activity – the complainant should be advised to notify the police or relevant authorities for investigation. A complaint may be made about a member who has been found guilty of, or pleaded guilty to, criminal or illegal activity.

16. Disciplinary Panel

- 16.1.1 Complaints about members of CIBD staff acting in their capacity as staff who are also CIBD members will ordinarily be dealt with under the CIBD's employment contracts and policies.
- 16.1.2 All communications between the Disciplinary Committee and complainants and the subjects of any complaint will be in writing (which may include email but not any other form of electronic communication)
- 16.1.3 All associated records shall be retained for five years from the date the disciplinary proceedings fully conclude after which they will be destroyed. This is necessary to ensure that the recommended actions are carried out.
- 16.1.4 If a member is expelled, this is a permanent action and a permanent record will be held on the member database to ensure they are not re-admitted.

16.2 Disciplinary Complaints

- 16.2.1 Complaints should be directed to the CEO, who will convene an Initial Investigation Group (IIG) comprising of at least two Fellows.
- 16.2.2 These shall be independent of both the complainant and the defendant.
- 16.2.3 The IIG will determine whether the complaint is within the CIBD's remit and whether there is sufficient evidence to justify further investigation. The IIG has the power to dismiss the complaint on these grounds.
- 16.2.4 Evidence must be provided to support a complaint; if no evidence is provided a finding of "no case to be answered" will be recorded. If evidence is provided, the IIG will consider it and determine whether there is a case to answer.
- 16.2.5 If the IIG considers there is a case to answer they will refer it to the CIBD Disciplinary Panel (DP) who will decide if the complaint is justified. The DP shall consist of at least two Fellows (who were not members of the IIG) and one other independent person to represent the public interest. At this point the CEO will inform the Board of the issue.
- 16.2.6 The DP will collect, examine and clarify the evidence supplied by both parties. The DP will then arrange a disciplinary hearing and both parties will be invited to attend. Both parties will have access to all information provided.
- 16.2.7 The CIBD reserves the right to invite a legal advisor to the disciplinary hearing. At least 21 days' notice of the hearing will be given to both parties. Both parties may also bring a representative with them, who may, or may not, be a legal expert.
- 16.2.8 At the hearing the DP will consider all evidence presented to them by both parties, whether presented in person or in writing. Both parties and their representatives may cross-examine the other and their witnesses.
- 16.2.9 The DP will decide whether the case is proven and, if it is, consider any

mitigating evidence that is presented.

- 16.2.10 The DP will decide on any sanction that is justified, which may include expulsion from the CIBD, suspension from the CIBD, a formal reprimand, retraining or advice on future conduct.
- 16.2.11 At this point, the CEO will inform the Trustees of the outcome.
- 16.2.12 The defendant has a right of appeal if new evidence or any other change of circumstances exists, which will be heard by an Appeals Panel (AP) consisting of two Fellows and the Immediate Past President, who will chair the panel. Members of the IIG and DP are not eligible to serve on the AP.
- 25.15 The AP will consider all evidence presented and decide if there is cause to change the original decision. Their decision will be final.

17. Continuing Professional Development (CPD)

- 17.1 In accordance with the Bylaws, all Members & Fellows must keep their knowledge and skills up to date via CPD.
- 17.2 The CIBD will publish its CPD policy and guidance on the website. This will be reviewed regularly.
- 17.3 Members in Retirement are not obliged to undertake CPD provided that they are not professionally active and use the 'Rtd' addition to their post-nominal letters.
- 17.4 Existing Members & Fellows will be required to confirm their commitment to CPD each year at the point of renewal; candidates for each of these grades will be required to make this confirmation as part of the application process.
- 17.5 The CIBD may ask any Member or Fellow to provide evidence of CPD undertaken and any member may also submit their CPD to the CIBD on a voluntary basis.

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