



APPLICATION FOR ASSESSED MEMBERSHIP

EXPLANATORY NOTES

1 INTRODUCTION

These Explanatory Notes are for the information of applicants wishing to join the Institute of Interim Management (“the Institute”), and are to be read in conjunction with the Application for Assessed Membership.

2 STATUS OF THE INSTITUTE OF INTERIM MANAGEMENT

The Institute is registered at Companies House as a company limited by guarantee, and is a not-for-profit organisation. As such, the Institute has no share capital, and there is therefore no share qualification that applicants must take up in order to become a member. Although a limited company, it is exempted from the need to use the word “Limited” in its name.

Members are protected by limited liability but, in the event that the Institute is wound up at some future date, are each required under the terms of the guarantee to contribute up to a maximum of £1 towards the settlement of any liabilities to creditors. If a person ceases to be a member, this guarantee obligation continues for a maximum of 12 months after ceasing to be a member.

The Institute’s Memorandum and Articles of Association are posted on its web site (www.ioim.org.uk) and are available as a pdf file for download.

3 MEMBERSHIP CRITERIA

Membership is available to any person who has made a conscious career choice for interim management.

There are three assessed grades of membership - Associate, Member, and Fellow.

Additionally, the Management Board may, at its discretion, award Companion status to any individual who, in its opinion, has made a significant contribution to the Interim Management profession.

The definitions of the assessed grades of membership are as follows:

Associate AIIM

Associate status is appropriate for a director/manager who:

Can demonstrate a conscious career choice for interim management by setting up a practice, and either has a recognised management or professional qualification and been in board level/senior management positions for at least three years, or may not have such a qualification but has had at least six years’ experience in board level/senior management positions.

Member MIIM

Member status is appropriate for a director/manager who:

Meets the criteria for Associate and is an established interim manager, who can demonstrate to the satisfaction of the Institute a successful track record of interim assignments.

Fellow FIIM

The Institute’s Management Board is currently formulating the criteria for Fellow. However it is expected that, in line with the latest government guidelines, the criteria will incorporate both academic and experience-based components.

institute of interim management

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4 MEMBERSHIP SUBSCRIPTIONS

Below is a table of subscriptions, plus detailed notes, which apply from 1 July 2006:

Membership Status	Initial Assessment Fee	Upgrade Fee	Annual Subscription
Associate	£40	N/A	£115
Member	£40	£20	£145
Fellow		Not yet determined	Not yet determined

- 1 Fees are reviewed annually at the Institute's Annual General Meeting which is usually held in May, the new rates, if any, applying from the following 1 July.
- 2 The assessment and upgrade fees are payable to cover administration. The first annual subscription is invoiced following assessment and acceptance of membership. In subsequent years, the annual subscription falls due on the first day of the month following the month in which the first annual subscription was received.
- 3 The first and subsequent annual subscriptions are payable on the due date as single lump sum. A standing order form will be sent to you for completion at the same time as the invoice for your first annual subscription.
- 4 Associates and Members who are permanently resident outside the United Kingdom shall pay an Overseas Members Annual Subscription, which shall be equal to 65% of the above subscription applicable to their membership status.
- 5 Associates and Members who have attained the age of 65 and have permanently retired shall pay, at their option, either:
 - annually, a Retired Members Annual Subscription, which shall be equal to 20% of the above annual subscription applicable to full Members; or
 - as a one-off payment, a Retired Members Life Membership Subscription, which shall be equal to the amount of the above annual subscription applicable to full Members.
- 6 Should you wish to upgrade your membership status because you consider that you now fulfil the criteria for a higher grade, an application form must be completed and be accompanied by the appropriate upgrade fee. You should not delay the payment of your usual annual subscription pending the outcome of the upgrade assessment – if you are successful in your application, the new subscription, if higher, will only apply on and from your next annual renewal.
- 7 For UK taxpayers, the Annual Subscription (but not the Initial or Upgrade Assessment Fee) is normally tax deductible as a professional subscription – if in doubt, refer to your professional adviser.

5 DECLARATIONS AND CONSENTS

The Application Form contains a section, **SECTION 7 – DECLARATIONS AND CONSENTS**, to be signed by the applicant. Certain declarations and consents are self explanatory, but others require explanation and/or clarification. Further details therefore follow.

Code of Conduct and Continuing Professional Development

The Institute has adopted a Code of Conduct and a commitment to CPD and expects members to abide by these. Further information, including documentation to download, can be found on the Institute's web site www.ioim.org.uk.

Data Protection Act 1998

The Institute is a membership organisation, and therefore of necessity holds and processes personal data relating to members in order to fulfil its obligations towards them in, so far as possible, a timely and efficient way. The personal data relating to members is used by the Institute in three main ways:

- 1 The maintenance of a database of each member's contact details, to enable members to be circulated with information likely to prove beneficial or helpful to them. It is difficult to give an exhaustive list of such information, but it includes the regular newsletter, briefings as to member benefits available, details of forthcoming events or CPD courses, and, of course, statutory notices and relevant documents relating to the AGM and other General Meetings.
- 2 The maintenance of a database used mainly for accounting and financial planning, giving information for each member to allow the timely invoicing, collection and recording of new membership and renewal subscriptions. This database also records the date members cease to be members of the Institute, because the potential liability to the £1 guarantee contribution continues for twelve months after the cessation of membership.
- 3 The maintenance of databases that are a "hybrid" of the above two, relating mainly to member attendance at events, and to other goods and services provided to members.

In addition, the Institute has developed a search facility, available to Institute members only, which enables members to identify and contact one another for networking and similar purposes. Your specific consent is therefore sought to allow summary data of a non-sensitive nature about yourself to be accessible to other members, together with your e-mail address.

The Institute will act as data controller on behalf of itself and its wholly owned subsidiary IOIM Limited ("IOIM"), and will ensure that neither company discloses any part of, or all, the member data held to any third party except with the express permission of the member(s) to whom the data relates, unless such disclosure is required by law or legal obligation (eg audit).

The use of members' personal data in the manner described above is intended to strike a balance between the legitimate needs of the Institute and the protection of individual members.

You should note that the Data Protection Act contains special provisions as to the storing and use of "sensitive" personal data. Sensitive personal data is information that can indicate an individual's racial or ethnic origins, his/her political opinions, religious beliefs, trade union affiliations etc. E-mail addresses can contain sensitive personal data depending on the wording on either side of the "@", and, for the avoidance of doubt, all e-mail addresses are treated as sensitive. Your specific consent with regard to e-mail addresses must therefore be given if the Institute is to communicate with you by e-mail, a matter that is of particular importance to it with regard to the Electronic Communications Act 2000.

Electronic Communications Act 2000

Under Companies Act legislation applying up to 2000, all formal communications between companies and their members had to be given in written form, which either had to be hand delivered or sent by post. The above Act contains provisions that allowed the introduction of regulations (entitled The Companies Act (Electronic Communications) Order 2000). These regulations enable companies and their members to use electronic communications ("e-communications") rather than written form.

In drawing up the Articles of the Institute, the Board has ensured that, wherever necessary, the appropriate wording has been used to allow e-communications. The Board intends to use e-communications wherever possible for both routine and "statutory" communications.

These latter include the giving of notice of General Meetings such as the AGM, distribution of the annual reports and financial statements, distribution of voting papers/proxy forms, etc. In turn, the Board will enable members to give any statutory notices and to return completed proxy forms to the Institute by e-communications.

The wording “electronic communications” is very broadly defined in the legislation. In the interest of proper record keeping, the Board intends to restrict its use of e-communications to e-mail, web site and fax for statutory matters. The following additional points should be noted:

- 1 It is the responsibility of each member to notify the Institute of any change to their name, address, e-mail address, telephone, fax and mobile numbers;
- 2 Members should note that, with e-communications, the Institute’s obligations will be satisfied when it transmits all relevant documentation, or a notification that the documentation is available on the web site, to the electronic address the Institute has on file. The Institute cannot be held responsible for any failure in transmission beyond its control, any more than it can for failures in the postal system;
- 3 In the event that the Institute becomes aware that an e-mail communication has not been successfully transmitted, a further attempt will be made, and, failing that, by post.

The Institute will take all reasonable precautions to ensure no viruses are present in any e-communications it sends out, but accepts no responsibility or liability for loss or damage arising from the opening or use of any e-mail or attachments sent from it. The Institute recommends that members subject all messages to virus checking procedures prior to use. Any e-communication received by the Institute, including the lodgement of an electronic proxy form, that is found to contain any virus will not be accepted.

6 HELP

If you have any queries with regard to the above, you should e-mail memberservices@ioim.org.uk, indicating the nature of the query and giving a telephone number where you can currently be contacted. This will enable the relevant member of the Institute’s Board able to deal with your query to get back to you as soon as practicable. Alternatively, you can telephone +44 (0) 800 030 4716.