



Institute for
Advanced Learning
& Metacognition

INSTITUTE FOR ADVANCED LEARNING AND METACOGNITION

Advancing the Science of Learning

Bye-laws

Rules governing membership of the Institute

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Part 1 — Interpretation and General

1. Definitions

In these Bye-laws, unless the context otherwise requires:

- **“the Institute” or “IALM”** means the Institute for Advanced Learning and Metacognition, a Charitable Incorporated Organisation registered with the Charity Commission for England and Wales (registered charity number [insert number]);
- **“the Constitution”** means the Institute’s governing document as registered with the Charity Commission, as amended from time to time;
- **“the Trustees” or “the Board”** means the charity trustees of the Institute for the time being;
- **“the Charter”** means the IALM Members’ Charter, as amended from time to time;
- **“Member”** means a person or organisation admitted to any class of membership under these Bye-laws;
- **“Membership Year”** means the twelve-month period beginning on the date of a Member’s admission or renewal;
- **“Post-nominals”** means the designatory letters associated with a membership grade as set out in these Bye-laws;
- words in the singular include the plural and vice versa.

2. Status and authority of these Bye-laws

- 2.1** These Bye-laws are made by the Trustees under the authority of, and in accordance with, the Constitution.
- 2.2** These Bye-laws are subordinate to the Constitution. In the event of any conflict between these Bye-laws and the Constitution, the Constitution shall prevail.
- 2.3** These Bye-laws are binding on all Members.
- 2.4** The Trustees may make, amend and repeal regulations, policies and procedures consistent with these Bye-laws for the administration of membership.

Part 2 — Membership

3. Classes of membership

3.1 The Institute shall have the following classes of membership:

- (a) **Individual membership:**
 - (i) Student Member;
 - (ii) Affiliate Member;
 - (iii) Associate Member (AIALM);

- (iv) Full Member (MIALM);
 - (v) Fellow (FIALM);
 - (vi) Life Fellow;
 - (vii) Honorary Life Fellow;
 - (viii) Retired Member.
- (b) **Organisational membership:**
- (i) Institutional Member (IMIALM);
 - (ii) Corporate Member (CMIALM).

3.2 The Trustees may, by resolution and subject to the Constitution, establish, vary or discontinue classes of membership and determine the rights, benefits, eligibility and obligations attaching to each.

3.3 Membership under these Bye-laws is membership of the Institute's membership programme. Save as expressly provided in the Constitution, it does not of itself constitute membership of the Charitable Incorporated Organisation for the purposes of the Constitution or the Charities Act 2011, and confers no rights as such.

4. Eligibility

4.1 Admission to each class is subject to the eligibility criteria determined by the Trustees and published by the Institute from time to time.

4.2 The entry grades (Student and Affiliate Member) are open to any individual demonstrating a genuine interest in the field, without requirement of qualification or experience.

4.3 Admission to the professional grades (Associate Member, Full Member and Fellow) requires the applicant to satisfy the qualifications, experience and other criteria published for that grade.

4.4 Organisational membership is open to organisations satisfying the criteria published for the relevant class.

4.5 No person or organisation shall be admitted to, or remain in, membership where prohibited by law, or where the Trustees reasonably consider their membership would be contrary to the interests of the Institute.

5. Application and admission

5.1 Applications shall be made in the form and manner prescribed by the Institute.

5.2 Applicants for professional, Fellowship, Life Fellowship and organisational grades shall provide such evidence of eligibility as the Institute requires.

5.3 Applications for entry grades may be approved upon receipt of a completed application and the applicable subscription.

- 5.4** Applications for professional, Fellowship, Life Fellowship and organisational grades are subject to review and approval by the Institute or such person or committee as the Trustees may designate.
- 5.5** The Institute may decline any application. Where an application for a particular grade is not approved, the Institute may offer membership at a different grade for which the applicant is eligible.
- 5.6** Membership takes effect upon approval and receipt of the applicable subscription.

6. Fellowship, Life Fellowship and Honorary Life Fellowship

- 6.1** Fellowship (FIALM) may be conferred by the Trustees, or a committee designated by them, by invitation in recognition of distinguished contribution, or granted on application where the applicant satisfies the criteria for the grade.
- 6.2** Life Fellowship is available to existing Fellows, and to Members eligible for Fellowship, who pay the one-off Life Fellowship contribution in lieu of annual subscriptions. A Life Fellow enjoys the rights of a Fellow for life, subject to these Bye-laws and the Charter, without further subscription.
- 6.3** Honorary Life Fellowship may be conferred by the Trustees, by invitation and without subscription, on individuals who have demonstrated outstanding merit in their field and an exceptional contribution to the advancement of learning and metacognition. The Trustees shall determine the rights attaching to Honorary Life Fellowship and may revoke it under Part 4.

7. Subscriptions and fees

- 7.1** Members shall pay the subscription applicable to their class, as determined by the Trustees and published from time to time.
- 7.2** The Trustees may set, vary and review subscriptions, joining fees, upgrade fees and other charges, and may set concessionary rates and instalment options.
- 7.3** Subscriptions are payable annually in advance, on admission and on each renewal date, unless otherwise agreed.
- 7.4** Life Fellowship is acquired by a single payment of the Life Fellowship contribution determined by the Trustees.
- 7.5** Retired Members aged 75 and over, and Honorary Life Fellows, shall not be required to pay a subscription. Other concessionary rates apply as published.
- 7.6** An organisational membership subscription covers the number of named individuals specified for that class.

8. Rights and benefits of Members

- 8.1** Members are entitled to the benefits attaching to their class as published by the Institute from time to time. The Trustees may vary the benefits of any class.
- 8.2** In accordance with the Constitution, membership of the Institute does not confer any right to vote in the affairs of the Institute, nor any right to participate in its governance, save as expressly provided in the Constitution.
- 8.3** Membership is personal to the Member and, in the case of organisational membership, to the named individuals, and may not be transferred or assigned.
- 8.4** Membership confers no right, title or interest in the property or assets of the Institute.

9. Post-nominals, designations and branding

- 9.1** Members admitted to the following grades are entitled to use the corresponding post-nominals or designations: Associate Member — AIALM; Full Member — MIALM; Fellow and Life Fellow — FIALM; Institutional Member — IMIALM; Corporate Member — CMIALM. Student and Affiliate Members are not entitled to post-nominals. The entitlement of Honorary Life Fellows shall be as the Trustees determine.
- 9.2** Post-nominals and designations denote a current grade of membership only. They do not constitute or imply an academic qualification, an accreditation, or any endorsement by the Institute of a Member's work, products or services.
- 9.3** Members may use their post-nominals, designations and IALM branding only while their membership is current, and only in accordance with the Institute's guidelines. The right to use them ceases immediately upon cessation of membership.
- 9.4** No Member shall use their membership, post-nominals, designations or any IALM branding in a false, misleading or unauthorised manner.

10. Obligations of Members

- 10.1** Every Member shall comply with the Constitution, these Bye-laws, the Members' Charter, and the policies of the Institute (including its safeguarding and data protection policies) as in force from time to time.
- 10.2** Every Member shall observe the standards of conduct set out in the Members' Charter.
- 10.3** Every Member whose activities connected with the Institute involve children, young people or vulnerable adults shall comply with all applicable safeguarding requirements and with the Institute's safeguarding policy.
- 10.4** Every Member shall notify the Institute of any change in circumstances relevant to their membership, including any matter affecting their eligibility or giving rise to a legal disqualification or a safeguarding concern.

11. Upgrading and transfer

- 11.1** A Member may apply to upgrade or transfer to another class for which they are eligible, in the form and manner prescribed.
- 11.2** Applications to upgrade to a professional grade are subject to review and approval, and to payment of the applicable subscription and any upgrade fee.
- 11.3** A Student Member who ceases to be eligible may transfer to Affiliate Membership or, if eligible, Associate Membership.

Part 3 — Renewal, lapse and cessation

12. Renewal

- 12.1** Membership is renewed annually upon payment of the applicable subscription by the renewal date.
- 12.2** Renewal affirms the Member's continued agreement to the Constitution, these Bye-laws and the Members' Charter.

13. Non-payment and lapse

- 13.1** If a Member fails to pay any subscription or other sum due within [insert period, e.g. 30 days] of its due date, the Institute may treat the membership as lapsed.
- 13.2** Upon lapse, the Member's rights and benefits — including the right to use post-nominals, designations and branding — cease.
- 13.3** The Trustees may determine the terms upon which a lapsed membership may be reinstated.

14. Resignation

- 14.1** A Member may resign at any time by notice in writing to the Institute, taking effect on receipt or on such later date as the notice specifies.
- 14.2** Subscriptions paid are not refundable on resignation, save at the discretion of the Trustees.

15. Rejoining

15.1 A former Member may apply to rejoin. A former Member of a professional grade may, subject to approval and continued eligibility, be readmitted to that grade, with post-nominals reinstated upon readmission.

16. Cessation of membership

16.1 Membership ceases upon: resignation; lapse for non-payment; termination under Part 4; the death of an individual Member or the dissolution of an organisational Member; or in any other circumstance provided for in the Constitution or these Bye-laws.

Part 4 — Conduct, complaints and discipline

17. Standards of conduct

17.1 Members shall observe the standards of conduct set out in the Members' Charter and these Bye-laws, and shall not act in any way that brings, or is likely to bring, the Institute or its members into disrepute.

18. Complaints and disciplinary procedure

18.1 Any allegation that a Member has breached the Constitution, these Bye-laws, the Members' Charter or the Institute's policies, or has otherwise engaged in conduct prejudicial to the Institute, shall be dealt with under this Part and under any disciplinary regulations made by the Trustees.

18.2 The Trustees may make and amend disciplinary and complaints regulations setting out the process for investigation, determination and appeal, consistent with the principles of fairness and natural justice.

18.3 Such regulations shall provide for: the fair and confidential consideration of complaints; the opportunity for the Member concerned to respond; proportionate decision-making; and a right of appeal.

19. Sanctions

19.1 Where a breach is found, the Institute may impose such sanction as is proportionate, which may include a warning, the imposition of conditions, suspension of membership, withdrawal of any honour, grade or designation, or termination of membership.

19.2 The suspension or termination of membership results in the loss of the rights and benefits of membership, including the right to use post-nominals, designations and branding.

20. Suspension pending investigation

20.1 The Trustees may suspend a Member pending the outcome of an investigation where they reasonably consider it necessary in the interests of the Institute or for the protection of others.

21. Disqualification and safeguarding

21.1 A Member who becomes legally disqualified from membership, or who is found to present a risk to the safety of children, young people or vulnerable adults, may have their membership suspended or terminated by the Trustees.

Part 5 — General

22. Data protection

22.1 The Institute shall process Members' personal data in accordance with applicable data protection law and its privacy policy.

23. Conflicts of interest

23.1 Members shall declare and manage any conflicts of interest arising in connection with their membership, in accordance with the Institute's policies.

24. Notices

24.1 Notices to or from the Institute may be given in writing, including by electronic means, to the address last notified.

25. Amendment of these Bye-laws

25.1 These Bye-laws may be amended, added to or repealed by resolution of the Trustees, provided that no amendment shall be inconsistent with the Constitution.

25.2 Members shall be notified of material changes, and the current Bye-laws shall be made available to Members.

26. Review

26.1 These Bye-laws shall be reviewed by the Trustees periodically, and at least once every five years.

27. Commencement

27.1 These Bye-laws were adopted by the Trustees on 16/06/26 and take effect from that date.