

SECURITY INSTITUTE: REGULATIONS 2017

These Regulations should be read in conjunction with the Institute's Articles of Association.

The Security Institute Regulations are written, maintained and published by the elected Board of Directors of the Security Institute, to provide practical day to day implementation guidance across a range of Institute activity. They are reviewed annually as a minimum.

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REGULATION 1: INSTITUTE ACTIVITIES

1. The Security Institute undertakes the following activities:
 - Providing an independent means of assessing the professional competence of security practitioners and measuring their experience
 - Providing a range of benefits for the membership
 - Organising and delivering qualifications in security disciplines
 - Arranging or assisting others in arranging for meetings, exhibitions, educational courses and lectures, and other social occasions for the interest of the members and for their development within the Institute.
 - Providing advice and encouragement to those who are contemplating a security career.
 - Research into, and participation in developing standards across the security sector
 - Developing close liaison with like-minded organisations for mutual benefit, including shared events
 - Providing advice to HMG and others on good practice, including production of good practice guides, white papers etc.
 - Encouraging academic achievement, and supporting higher education establishments
 - Encouraging excellence, through bursaries, prizes, grants or other awards
 - Administering a Continuous Professional Development scheme, appropriate for the Institute membership and Register of Chartered Security Professionals
 - Facilitating the means to provide membership support within the Institute through mentoring and effective communications
 - Supporting charitable organisations, and receiving sponsorship and donations
 - Permitting Institute activities to be organised and delivered outside the UK
 - Selecting and seeking Corporate Partnerships.
2. Managing the Register of Chartered Security Professionals on behalf of the Worshipful Company of Security Professionals, admitting Chartered Security Professionals, setting and maintaining standards, and appointing Licensees.
3. The Institute will make suitable arrangements for undertaking the work of the Institute and for organising meetings of the Institute, including
 - Employing, supporting and developing staff
 - Raising funds and donations/sponsorships, providing effective monetary controls, banking and investments.
 - Acquiring offices and assets
 - Providing effective communications to the membership and stakeholders
4. The Institute will ensure adequate management control processes are established across all areas of the business and regularly review them for compliance and suitability.

REGULATION 2: MEMBERSHIP

1. Any security professional may apply for membership of the Security Institute, including those in the business of security, as well as security managers of commercial and industrial businesses, trainers, academics, consultants, suppliers of security goods and services, members of public bodies, police forces, armed forces etc. Those aspiring to reach management positions through study and/or personal development, or whose core business is closely aligned to that of a security practitioner, may also be eligible for membership.

Anyone studying on a full or part-time course in a security subject may be eligible for Student Membership. Graduates with non-security related degrees are also welcome to apply, but they will not be admitted to full membership until they have a minimum of 3 years security-related work experience.

Membership applies to the individual, not the organisation. There is no corporate membership.

The Membership Year runs from 1st of the month following grading confirmation, and annual subscriptions fees are payable on the anniversary of this date. Failure to pay annual subscription fees when required will invalidate membership and may require revalidation and subsequent rejoining fees to be paid.

2. The grades of membership are:

- Student
- Graduate
- Associate
- Member
- Fellow
- Affiliate

Fellow status can only be awarded through the Validation process to someone who demonstrates a minimum of two years CPD within the Security Institute or through a recognised body agreed and accredited by the Institute.

3. Post nominal's may be used by the following grades:

- Associate ASyl
- Member MSyl
- Fellow FSyl

4. Members may apply for revalidation to progress through the grades of membership.
5. Members (at any grade) retiring from full-time employment (or self-employment) may apply for retired membership status. Five years retired membership is granted on payment of 18 months standard subscription fee at the appropriate grade.
6. Honorary Fellowship and other appointments (e.g. Companionship; Patron; President; Advisory Panel membership) may be bestowed on key influencers. This is in the gift of the Board of Directors.
7. Only Associates, Members and Fellows of the Institute are eligible to vote on Institute matters. All other grades of membership, together with Retired and Honorary Members are not eligible to vote.

8. Membership ceases when
 - Notification is received from the member concerned
 - Annual subscription fees are not paid within an approved timescale, currently within 60 days of invoice
 - The Main Board, after proper investigation, decides to expel a member for conduct unbecoming

REGULATION 3: APPLICATION PROCESS

1. Applications must be made on the relevant Application Forms which are available on the Institute's website at www.security-institute.org. Information on how to complete the form is included there.
2. The joining fee must be submitted with the application. Once membership has been confirmed, the first year's annual subscription fee will be due. Failure to pay this will result in membership cancellation.
3. Each application is reviewed by the Membership Manager, and point scoring drafted for review by the Validation Board. Points are awarded for
 - Qualifications including academic Security-related and non security-related
 - Work Experience including the areas of responsibility of the roles held
 - Training including non-examination vocational and non-vocational courses
 - Other Contributions, such as publications written, participation in projects and/or organisations for the benefit of the larger community (outside the normal job role)
4. Points will only be awarded based on information supplied. Copies of examination certificates and other proof should be provided. Student applicants will need their applications verified by their course tutor or university. A copy of the Scoring Matrix can be found on the Institute's website.
5. Membership grades are recommended by the Validation Board, and approved by the Validation Board Chairman on behalf of the Main Board, based on reaching minimum scores and/or academic achievement as detailed in the Scoring Matrix.
6. Points must be scored for Experience, Academic and Other Contribution in order to be considered for Fellowship of the Institute.
7. The Institute will verify personal information and confirm the accuracy of information submitted. In addition to reaching minimum scores, applicants must also pass a basic vetting and identify check.
8. Applicants are temporary members of the Institute until their grade of membership is confirmed and the initial invoice paid. Applications are closed after 3 months if the Institute is unable to complete validation.
9. The Validation Board meets monthly to review all applications for membership. Membership of the Validation Board is by invitation only, and comprises a mixture of volunteers from across the security spectrum. Validation Board members are expected to attend a minimum of three meetings per year and failure to do so may result in the volunteer being asked to step aside to allow others an opportunity.
10. The Validation Board Working Group is a sub-committee of the Validation Board, established to review and recommend improvements to the validation process.
11. Institute members can apply for re-grading using the standard Application Form. The normal validation process will be followed, excluding vetting checks. An applicant's details will remain anonymous during Validation. Existing membership grades will remain in place until the outcome of revalidation is known.

Replacement certificates and ID badges will be issued where necessary. Applicants are revalidated against the current scoring matrix.

12. Members may challenge their grading within 3 months of award, setting out their reasons in writing to the Validation Board Chairman. Appeals will be considered at the next available Validation Board meeting, and subsequently ruled on by the Main Board.
13. Lapsed members may rejoin within 36 months of their membership ceasing, and will retain their original membership number. The full application fee must be paid. Appropriate checks may be required at the discretion of the Membership Manager.

REGULATION 4: PRIVACY AND DATA PROTECTION

1. The Institute collects and uses data for the following groups:
 - Members and prospective members
 - Current, past and prospective employees
 - Suppliers and customers
 - Other organisations and individuals in the security sector, including media contacts

The handling of any personal data obtained – whether on paper, in a computer, or recorded on other material – complies with the Data Protection Act 1998.

2. The Chief Executive is overall responsible for data protection and will nominate a Data Protection Officer from the Head Office staff. All staff sign a confidentiality agreement, and are trained in the correct management and handling of personal information.
3. All applicants for membership sign up to the following disclaimer:
 - *I give my permission to the Institute to retain, file and process the information that I have provided in this application.*
 - *I undertake to advise the Institute of any changes to my personal contact.*
 - *I understand that my postal address(es) will not be divulged to a third party without my prior consent.*
4. *Storage:* Personal Information about members is used at the Admin Office in Devon and Syl HQ in Caldecote. Any transfers between the two are either electronic, or by hand, or Special Delivery if on paper. The membership database is stored on paper at either office, on Institute PCs and the server, and hosted on our website accessible to system administrators only. In all cases fire-walls and passwords prevent unauthorised electronic access. Paper membership files are kept locked away when not in use.

Individual files are occasionally taken to meetings to support particular investigations (see below).

5. *Release of Information:* The Institute may publish a list of its current membership on its website which is only available to those who have a log-in account via the website and to employees of Syl. This list contains the name, employer and business category of each member.

Postal addresses of members are not released to third parties, either electronically or via printed lists or labels.

Individual files may be reviewed by members of the Validation Board (for scoring/revalidation purposes), the Ethics Committee (for ethics and/or disciplinary matters) or Main Board Directors.

Committee members are required to sign a Confidentiality Statement prior to being given access to files.

6. *Destruction*: All personal information is shredded. Membership files are retained for 3 years after membership ceases in case members wish to return, after which time all records are destroyed.
7. A copy of the Institute's Privacy Policy is available on the Institute's website.

REGULATION 5: CONDUCT OF MEMBERS

1. The Security Institute publishes a Code of Conduct, which applies to all members of the Security Institute and anyone working alongside, in partnership and on behalf of the Security Institute. It exists to ensure there is clarity in what is expected in terms of ethical behaviour. A copy of the Code of Conduct is on the Institute's website.
2. Ethical behaviour underpins the way we behave, do business and treat one another. Our values determine our behaviour, and the Institute encourages a way of working which is honest, responsible and respectful, generating trust.
3. Everyone in the Security Institute should:
 - Treat everyone with dignity and respect listening carefully to other members and stakeholders
 - Treat the Institute's assets and equipment as they would their own
 - Operate within the letter and spirit of the law, exercising power and influence responsibly
 - Respect the laws and customs in countries in which we operate
4. The Security Institute Ethics Committee will consider and robustly and diligently investigate any ethical issues which may arise in the course of our business under this Code of Conduct. Anyone found to have breached this Code may be subject to disciplinary action.
5. Members are responsible for notifying Syl HQ of changes to their personal contact information, and for paying annual subscription fees and other invoices promptly.

REGULATION 6: MAIN BOARD OF DIRECTORS

1. The Security Institute is registered with Companies House as a Company Limited by Guarantee. The Institute requires its Directors to act in good faith in the interests of the company, including:
 - treating all members equally
 - Avoiding conflicts of interest and declaring any conflicts of interest [Interests shall include both personal and business interests of a pecuniary or ethical nature which might influence a Director's judgment, deliberation or actions, or which may be perceived to a reasonable member to so do. Each Director completes a Register of Interest declaration which is reviewed annually and updated as and when the need arises.]
 - not making personal profits at the Institute's expense
 - to act in accordance with the Company's Articles of Association and Regulations and to use powers only for the purposes for which they are conferred
 - to promote the success of the Company for the benefit of the Company as a whole, not for oneself or others
 - to exercise reasonable care, skill and diligence
 - not to accept benefits (such as a gift, payment or secret commission which could amount to a bribe) from third parties, arising from the fact that they are a Director

- To monitor and approve the company accounts
2. The Main Board will ensure that the Chief Executive, or other person nominated will:
- Comply with employment law in all dealings with employees or may be found personally liable for unfair dismissal, racial or sexual discrimination or unfair work practices. Directors should also ensure that the company complies with all employment law changes.
 - Recognise their health and safety responsibilities, ensuring risk assessments are completed and that a suitable health and safety policy is in place.
 - Check that the correct amount of tax, VAT and National Insurance contributions have been paid

Failure to carry out some of these duties, such as where health and safety is concerned, can result in a criminal conviction.

3. In addition, the roles and responsibilities of all Main Board Directors of the Institute include:
- Actively engaging in the Institute's affairs
 - Management and governance functions, providing direction to the Institute
 - Responsibility for employees' health, safety and welfare
 - Responsibility for one or more individual aspect of Institute activity, providing strategy and leadership. A list of these is published on the Institute's website.
 - Communicating with the membership via e-News, email, LinkedIn group or website as appropriate
 - Attending and participating in Board meetings and AGM, including timely submission of reports
 - Supporting the organisation at events, although attendance is not mandated
 - Representing the Board or Institute at external. Events, meetings or exhibitions
4. A Director shall cease to hold office if he/she:
1. Is prohibited by law from being a director, or by virtue of any provision in the Companies Act 2006
 2. Becomes bankrupt or makes any arrangement or composition with his creditors generally
 3. Becomes incapable by reason of illness or injury of managing and administering his own affairs
 4. Resigns as a Director by notice to the Institute
 5. Completes his term of office and is not re-elected at the Annual General Meeting
 6. Misses 3 consecutive Board meetings and does not participate effectively outside the meetings
 7. Is removed from office by an ordinary resolution of members in general meeting
 8. Brings the reputation of the Institute into disrepute
 9. Fails to declare an interest in a purchasing decision where his company may be a beneficiary
5. A Director must seek the prior approval of the Board before they seek or accept a role as a Director; employee; officer or a position of influence within a competing organisation.
6. Where a Director is also a Director or employee of a company supplying goods or services to the Institute:
- The Director will declare his interest, and take no part in the decision to award the contract or purchase the product.
 - The total value of the purchase will be recorded in the Institute Annual Accounts, identifying the Company receiving the benefit and the Director's connection with both organisations.

REGULATION 7: POWERS AND STRUCTURE OF BOARD OF DIRECTORS

1. The Security Institute Board shall comprise a maximum of 15, and a minimum of 3, Directors.
2. The Board may appoint a Chief Executive who shall act as an advisor to the Board and be accountable to it. The Chief Executive shall not have any voting rights and shall be an employee of the Institute. The Chief Executive may not be a Director of the Institute and must seek the permission of the Board to hold any Directorship outside of the Institute or other employment or voluntary position whilst being Chief Executive of the Institute. When a Chief Executive appointment is in force, the Line Manager to the Chief Executive is the Chairman of the Board at the time. The removal of the Chief Executive shall be a Board decision only and shall be governed by the Chief Executive's Contract of Employment and relevant employment legislation.
3. Board meetings: Board meetings will be convened at least quarterly. A quorum for a directors' meeting is 3, either present or participating by telephone or video-conferencing. All directors have the right to vote at Board meetings. All voting will be by a show of hands, unless a poll has previously been arranged. If the vote is tied, the Chairman of the meeting shall have the casting vote.
4. Directors, excluding the Chairman, are elected by the membership at a General Meeting for a three year term of office running from the AGM held in that year. Directors may apply for re-election to the Board on expiry of their term of office for a further three year term of office at the AGM through the competitive election process. The maximum term a Director may serve is six years continuously, unless they have been appointed as Chairman. Directors may resign at any time during their term. The Chairman is exempt from the re-election process during their term of Chairmanship.
5. Subject to 6 below, the Board may co-opt any member onto the Board between general meetings in order to fill a vacancy arising on the Board. Anyone appointed will be required to be elected at a general meeting, standing against any other nominations. The Board may invite advisors to attend Board Meetings at their discretion.
6. The Board may not co-opt a member onto the Board if they are:-
 - a. A supplier to the Institute;
 - b. A director or employee of a company where at the time of appointment, a co-director or employee of that company already sits as a director upon the Board; or
 - c. A director, employee, officer or person who holds a position of influence within a competing organisation.
7. If subsequent to election, or to being co-opted onto the Board, a member becomes a supplier or a director / employee as described in 6 a) or b) above then subject to the Board dealing with any conflict which may arise as a result, the member may continue to participate as a director. The matter shall then be brought to the attention of the members at the next general meeting. The decision of the Board shall be minuted.
8. A director is under a duty not to accept a benefit as determined by the Bribery Act 2010 from a third party. The Board has no power under these Regulations to approve the receipt of such a benefit. Only the membership may authorise the receipt.
9. All decisions upon conflicts, together with any decision to authorise a conflict, must be clearly minuted having regard to the duty placed upon each director to promote the success of the Institute and to avoid conflicts. Any decision by the Board to authorise a conflict shall be reviewed by the Board at least every 12 months.

Any authorisation shall:-

- Set out the matter that has been authorised;
- State the duration of the authority and, that it can be revoked by the Board at any time;
- Set out any circumstances when the director must revert to the Board for the authority to be reviewed;
- Include, where appropriate, provisions stating that the director may not receive information relating to the conflict or participate in Board discussions where the conflict is relevant.
- Where any such authorisation has been given then it shall be declared to the membership at the next general meeting.

10. The Board may co-opt specialist advisors to join the Board. Advisors do not have a vote, and are not directors of the Institute. They do not have to be members of the Institute, but do have to sign the confidentiality agreement. Payment for services provided by the Advisor, including expenses, shall be at the discretion of the Board.
11. The Board elects one director to be the Chairman of the Security Institute by secret ballot for a 3-year Term of Office. In the event that there is an even number of Board members, leading to the possibility of a tied vote, the immediate past chairman (both now and in the future) is provided with an integral vote alongside other board members at the time of vote, which would provide for an odd number of votes. This mechanism should not enable any one individual person to have a “casting” vote, and maintains the integrity of the secret ballot process.
12. Chairman’s Responsibilities: The Chairman is responsible for appointing key officers of the Institute, including one or more Deputy Chairman, Vice Chairman and an Ethics Director. The roles and responsibilities of these positions, plus that of Chairman, must be defined and approved by the Board, and published to the membership.
13. Directors Responsibilities: The Chairman is responsible for identifying roles and responsibilities required in order to meet the Institute’s objectives, and for appointing individual directors as leaders of sectors of the business. The list of director responsibilities, scope and structure must be published and available to the membership. Directors are responsible for setting objectives, including budgetary, and establishing support teams from within the membership in order to deliver the objectives. Reports must be submitted to the Board ahead of each Board meeting.
14. Removing directors from the Board: Directors are elected by the membership and are responsible to them and the rest of the Board for effective participation in Institute activity. If a director is not delivering what is required for whatever reason, including responding to emails, providing reports, achieving budgetary targets, attending Board meetings etc., then the Chairman may be instructed by the Board to discuss the individual’s ongoing commitment with them. If no improvement is seen in the next three months, then the Board (by a majority vote) is empowered to request the individual’s resignation. Should it be the Chairman who is not delivering, then the Board should agree between themselves a suitable course of action.
15. The Board is responsible for establishing any further Boards, Panels and Committees as needed in order to meet the objectives of the Institute. Each Board, Panel or Committee must:
 - Have clear objectives and Terms of Reference, and an appointed Chairman
 - Keep records of its meetings, and provide copies of minutes to Syl HQ.
 - Publish a list of the Boards, Panels and Committees, their purpose and contact details, to the membership

16. Advisory Panel: The Board at their discretion may invite key influencers to join the Security Institute Advisory Panel who are representative of the wider business community. Their role is to provide advice and guidance only to the Institute. They have no voting powers and do not have to be members of the Institute and they will have no legal status.

- The appointment of the Advisory Board will be for a fixed term of 3 years from the date of appointment.
- The Advisory Panel will consist of a maximum of 6, and a minimum of 4, members.
- Appointment and Removal of a member will follow the same process. It will be a matter for the Chairman to nominate people to join the Advisory Panel, or to request their removal, and for Board Members to approve nomination or removal.
- The Advisory Panel will be tasked by the main Board.
- There is an obligation on each Advisory Panel Member to attend a meeting with the Chairman on at least two occasions each year.
- Advisory Panel Members will be entitled to attend all key Security Institute events.
- Advisory Panel Members are required to sign a Confidentiality agreement and complete the Register of Interest form.

Advisory Panel Members must operate in accordance with Syl Code of Ethics.14.

17. The Articles of Association permits remuneration to be paid to directors, however this is not implemented. Directors may claim reasonable travel expenses to attend Board meetings in line with budget. Directors are required to attend the Annual Conference and AGM, and do so free of charge.

18. The Institute will ensure that relevant Insurances are in place to support and protect the Institute, its reputation, its membership, its directors, its employees and the public.

REGULATION 8: GENERAL MEETINGS

1. The Institute holds a General Meeting annually as a minimum, and may call other meetings as required.
2. Only Associates, Members and Fellows of the Institute are eligible to vote on Institute matters. All other grades of membership, together with Retired and Honorary Members are no eligible to vote.
3. There should be a minimum of 3 weeks' notice for general meetings.
4. The minimum attendance needed is 50 members or 5% of the membership eligible to vote (including proxies or postal votes), whichever is less, of which at least 12 must be in person.
5. Once a year a general meeting should be convened, which should include
 - Consideration of the income and expenditure account and balance sheet
 - Reports of the Board and of the Auditors
 - Appointment of the Auditors
 - Election of members of the Board in the place of those retiring
6. Director Elections: The Board will define and publish details of how elections will be undertaken, including timescales, the number of places to be filled on the Main Board and the process to be followed. All nominations must be proposed and seconded, both of whom must be voting members of the Institute. No one can propose more than one person. No one can second more than one person. Those nominated are required to undergo background checks prior to participating in the membership elections.

7. Voting can be by a show of hands and/or ballot papers, as appropriate. Proxy and/or electronic voting (via email and/or website) are allowed. The Chairman of the meeting shall be entitled to a casting vote if needed.
8. Where proxy, postal or electronic votes are used, the instructions must be lodged with the Managing Director no later than 48 hours before the meeting, following the published process.
9. Minutes must be taken and made available to the membership in draft state until they can be approved at the next general meeting.

REGULATION 9: FINANCIAL MANAGEMENT AND GOVERNANCE

1. The Chief Executive is responsible for ensuring compliance with all relevant legislation, including:
 - Financial Reporting
 - HMRC Reporting as an Employer, Corporation Tax and for VAT (if required)
 - Registration with the Information Commissioner
 - Health and Safety at WorkIn addition, good practice will be followed to ensure a minimum impact on the environment.
2. The Financial Year runs from 1st January to 31st December, however annual subscription fees are paid on a rolling year basis.
3. The Chief Executive is responsible for ensuring
 - Adequate controls are in place to safe-guard the Institute's funds, protecting it from fraud and theft
 - Sufficient funds are available to meet the needs of the business
 - Any profit is properly reinvested into the business
4. Annual budgets are prepared for all aspects of Institute activity by the Chief Executive and are approved by the Board of Directors. These budgets are used to generate a Cash Flow forecast for the business. Full Management Accounts are produced periodically but a summary is produced each month and circulated to the Main Board for review and comment. Annual Income and Expenditure and Balance Sheets are prepared, externally audited, and made available to the membership.
5. Authority levels are established and managed by the Chief Executive.
6. The Institute maintains current and deposit bank accounts, and uses online banking, a petty cash system and corporate payment cards. The entire process is supervised by the Chief Executive, and managed on a daily basis by the Office Manager.
7. Financial records of all transactions are kept electronically (excluding payment card numbers), and audited periodically. Copies of supporting paperwork are kept securely for a period of seven years. Receipts are issued for all payments received.
8. Credit Card payments are processed in line with the Payment Card Industry Data Security Standard (PCI DSS). In particular, card information is not stored electronically, and paper records are kept in locked storage and destroyed by shredding.
9. Our standard Payment Terms for invoices raised by the Institute is 60 days, unless otherwise agreed.
10. Our standard Cancellation Policy (for event bookings) is 14 days, unless otherwise stated on the booking form. A 15% admin fee is retained for cancelled bookings. 100% of the fee is retained for bookings cancelled after the cancellation date.

11. Orders can be placed and payment made via -the Institute's online shop:
www.securityinstitute-shop.org.

REGULATION 10: PURCHASING PROCESSES

1. The Institute aims to buy reasonable quality at reasonable prices, using a robust, competitive purchasing process where relevant. It will:
 - Ensure value for money, considering whole life costs including maintenance, running costs and reliability.
 - Acquire goods and services by competition, unless there are convincing reasons to the contrary.
2. The choice of supplier is not based on price alone. Factors to be considered include quality of goods/service, delivery details and any discounts that may be offered. Suppliers must be
 - Financially sound, and able to fulfil delivery, warranty, ongoing maintenance and repair obligations
 - Capable of providing the goods/service required
 - Reputable and ethical, and compliant with relevant Legislation
 - Focussed on minimising the impact of its goods/services on the environment
 - Adequately insured for any events that might be attributable to its goods/service
3. Three or more competitive quotations are obtained for purchases with a value in excess of £5,000 per item or over the duration of the contract. These quotations are reviewed by the Chairman and Deputy Chairman in conjunction with the Chief Executive prior to a Purchase Order being placed (subject to (9) below).
4. Contracts are placed for a maximum of three years duration, with annual contract reviews.
5. The services currently covered by this process are:
 - Delivery of Distance Learning Programme
 - IT support (inc. Website)
 - Office rent, and running costs
 - Design & marketing activities
 - Capital purchases, such as IT equipment
 - Design layout/printing of Good Practice Guides
 - Vetting checks
6. If a Main Board Director has an interest in a company quoting for Institute business, he declares it and withdraws from participating in the contract award decision. Records are kept of Directors who are employed by companies holding Institute contracts, and a declaration of the value of the contract is included in the annual accounts for transparency.
7. Invoices are checked against the contract prior to payment, ideally by BACS with an email remittance.
8. Staff with credit cards may make minor purchases up to their personal credit limit, but must submit a complete expense form itemising the expenditure at the end of each month. They are responsible for the safety and security of their cards.
9. The Chief Executive authorises expenditure up to £1000 per item. Amounts above this, require the approval of the Chairman or the Deputy Chairman. For amounts in excess of £1000 verbal and/or written (email) authorisation is given by the Chairman, or Deputy Chairman prior to the expense being incurred. For amounts above £5000 Main Board authorisation is required, and the effect on the cash flow must be

considered. Details of the requested expenditure and the reasons for it are given to the Board, and once a majority decision is reached, the purchase can proceed or is declined.

REGULATION 11: PARTICIPATION IN COMMITTEES

1. Members are encouraged to join the various committees (boards, panels, working groups, focus groups, special interest groups etc.) who volunteer their services, time and experience, to assist with projects and initiatives. Recruitment of volunteers is done via e-Newsletters, website, or by direct personal approach.
2. Only Institute members (all grades) can volunteer for such groups as non-members would not be bound by our governance and ethics. Some Committees handle personal data (such as the Validation Board and Ethics Committee) and these committee members will be required to sign a confidentiality statement.
3. The Main Board appoints committees to ensure fair and proper management of the Institute and its activities. These committees are chaired by members approved by the Main Board.
4. Committee chairmen are expected to
 - Serve for the duration of the task or three years (extendable with Main Board approval).
 - Report to the Management Board, via a nominated Board member.
 - Focus on specific tasks with specific objectives
5. Volunteer committee members are selected for their ability and availability to deliver. They provide support to the Institute and not for any other reason, in particular, not for personal or business advantage. They will be expected to meet their own expenses unless the Main Board, from time to time, direct otherwise. The number of volunteers needed for a committee will be defined by the Group Chair. Attendance records will be kept.
6. All groups should have clear Terms of Reference (TOR) produced by the committee Chair or Main Board. All tasks and deliverables will be documented and agreed, and the TOR published on The Institute website.
7. Committee Chairs are to report their activity progress including quarterly to the Main Board. In addition, items should also be produced for onward briefing to the membership (where relevant) via e-News and The Institute's website.
8. Minutes of each committee meeting are to be taken and emailed to The Institute HQ in accordance with TOR within 10 working days of the meeting.

REGULATION 12: PROFESSIONAL DEVELOPMENT, CPD & MENTORING

1. A key objective of the Institute is to promote the development of professionalism in security, and the Institute is committed to supporting its members own personal professional development. Full details of all of the following are available on the Institute's website.
2. *Mentoring*. Members may apply to join the free Mentoring scheme as either a Mentor or a Mentee, where skilled members of the Institute are matched with those with less knowledge and/or experience. The scheme is a managed process, and helps build strong relationships within a trusting environment, leading to more effective sharing of knowledge, providing professional development opportunities to both partners in the mentoring partnership. Initial commitment to the mentoring programme is for six months,

with a further six month option. Mentors and mentees are required to complete an evaluation survey at the end of the programme, to allow the programme to be further developed and improved.

3. *Continuing Professional Development (CPD)*. CPD is an essential way to keep up-to-date with the latest issues and developments in the security arena, giving those who participate in the scheme a competitive edge over other practitioners and enhancing confidence and competence. The Institute scheme requires a minimum level of achievement over a set period of time, with CPD activity relating to the development of security and/or management proficiency. All recognised CPD activity has a unit of measure and value:
 - Self-Directed for individual learning and research, often non-structured
 - Structured learning, including member events, seminars, conferences, courses and qualifications, all of which can be provided by the Security Institute or other organisations
 - Other Contributions, such as committee work, presentations, papers, mentoring, often aimed at educating or supporting the development of others

The scheme is voluntary for the majority, and open to all security professionals. Participants are responsible for maintaining personal CPD records and evidence. The CPD Panel monitors the scheme, and undertakes annual sampling. The scheme is compulsory for Chartered Security Professionals and Fellows so graded after 31 December 2013. The Security Institute reserves the right to amend these requirements at any time giving suitable notice to the membership.

4. *Qualifications*. The Institute has established two qualifications – the Certificate in Security Management and the Diploma in Security Management. The content, structure and learning materials have been developed by the Institute, which is regularly reviewed and updated. The qualifications are available via a distance learning programme, which is delivered on behalf of the Institute by Perpetuity Training, however the Institute remain responsible for awarding qualifications to successful students. Successful completion of either qualification leads to automatic membership of the Institute, subject to application and vetting checks.
5. *Events*. The Institute organises a number of educational events throughout the year on a range of security-related topics for the benefit of its membership. These include members' evenings, seminars and a conference.